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The Archivist as a Public Servant[1]

By CHRISTOPHER CRITTENDEN

North Carolina Department of Archives and History

THE present session of the Society of American Archivists is the fourth since the end of World War II. In 1945 we met in Indianapolis, in 1946 (strikes or no strikes) in Washington, in 1947 in Glenwood Springs, and now here we are in Raleigh. Perhaps it is fitting that our organization should meet in the state which has supplied three of its six presidents to date: the man who was chiefly responsible for the founding of the Society and also its first president, the third president of the organization (who was also the first Archivist of the United States), and finally the present incumbent.

In this connection let me remind you that a few days ago there was unveiled on Capitol Square in Raleigh a statue of the three Presidents that North Carolina gave to the nation — Andrew Jackson, James Knox Polk, and Andrew Johnson. All were born in North Carolina or spent some of the early years of their lives here, but all later went to Tennessee and were elected to the presidency from that state. Perhaps you will pardon me if, not entirely seriously, I make a comparison between these three Presidents of the United States and the three Tar Heel presidents of the Society of American Archivists. The latter group differs in some respects from the former. The three presidents of our own organization were all born in North Carolina — there is not the slightest doubt or suspicion that even one of them may possibly have been born over the line in South Carolina. None of them left his native state to migrate to Tennessee. Each of them for a number of years was head of the state archival agency and, after tentative and non-permanent migrations to the District of Columbia, Michigan, or Connecticut, as the case happened to be, all returned to take up their permanent residence in the Tar Heel commonwealth. None of these three Presidents of the United States showed such good sense. So much for the Presi-

[1] Presidential address to the Society of American Archivists, Raleigh, North Carolina, October 27, 1948.

dents of the United States and the presidents of the Society of American Archivists.

Since the establishment of our organization a dozen years ago, the archival profession in the United States has come a long way. Before 1936 the United States was woefully backward in the archival field. In spite of the efforts of various individuals and organizations, no national archives had been established, few states had accomplished much along this line, and large and efficiently administered collections of private and unofficial manuscripts were few and far between.

Likewise, no adequate concept of archives and the problems of their handling had been developed in the United States. When attention had been given to the subject, the idea for the most part was one involving repositories of rare and valuable historical manuscripts, something in the nature of treasure houses for the historian and the antiquarian rather than agencies which would serve a broad public need. There was no full comprehension of the problems involved, especially that of dealing with vast quantities of records, running into millions of cubic feet.

Within the past twelve years we have made great progress in meeting these problems. The National Archives has taken the leadership, and a number of the states have followed. We have come to know far more than we did about how suitably to house records, how to give them physical protection, how to bring them under control, and how to make them available for use. Likewise, we have at last looked the bulk bear squarely in the face, and we have not turned around and run away.

No doubt in the future there will be many changes and developments in our field. In all probability the archivist of the year 2000 or 2050 A.D. will look back and call us immature and perhaps almost primitive in some of our concepts and practices. That is largely as it should be. As a matter of fact, if some of the things we are doing today turn out to be primitive, they may be expected to result later in better perfected methods and procedures. If we had already solved all our problems, there would be nothing further for us to strive for and we might as well move into another profession where there would yet be unanswered riddles and where the field would be more challenging. Certainly ours is not a static profession. I hope that it never will be.

The establishment of archival agencies in the United States resulted largely from the efforts and activities of scholars. The American Historical Association was the leading organization in this venture, and most of our first archivists had the training and

approach of the historian. They went into this new field largely with the thought of preserving materials for historical research. Our first president, in his address to the Society in 1939, expressed the opinion that persons holding leading positions in archival work should have done "graduate work leading to the degree of Doctor of Philosophy in American history" and that persons in less important positions should have had at least "two years of graduate work in the social sciences and in archival history and practices." The archivist, it was believed, should be first of all the product of scholarly training. Dr. Newsome titled his address "The Archivist in American Scholarship." [2] A title almost as appropriate would have been "The Scholar in American Archives."

The history Ph.D. who went into archival work found conditions quite different from those he had known on the college campus. There he had taught classes, he had graded papers (far too many of them, he was convinced), and, as opportunity offered, he had engaged in research in his chosen and usually strictly limited field. But in archival work he found himself facing many entirely new problems. There was little or no time for research. More and more he found himself becoming an administrator, with problems to solve in relations with other government agencies and the general public, the budget, personnel, and other non-scholarly and non-academic functions and tasks. Dear old alma mater and its ivy-covered walls seemed to fade more and more into the background.

It was not that the idea of scholarly research or the scholarly use of archives was abandoned. Rather, the archivist in the making came to realize that there were many different functions of an archival establishment of which the scholarly function was only one. And before long the fledgling archivist found his definition of an archival agency undergoing a metamorphosis — or perhaps it would be more accurate to say that one morning he woke up and found that, without his knowing exactly when, his ideas of the subject had already been metamorphosed. If formerly he had thought of such an agency as existing and functioning for the preservation of rare historical documents, more and more he now came to view it as an agency of the government whose primary function was to perform certain official duties.

Of all the problems with which the archivist found that he had to deal, that of bulk was in many ways the most serious. World War II had not yet begun and so the archivist of the federal government did not then have to deal with the estimated 12,000,000 cubic feet of records that were created during that conflict. But

[2] *The American Archivist*, II (1939), 217-224.

there were vast quantities nevertheless, far more than had been even dreamed of a few decades earlier. Also, records came to bulk larger and larger in the states, especially the more populous ones, so that something had to be done to deal with them. Certainly it was not a matter that could be handled merely by preserving treasured historical documents. Some new and radical departure was called for.

Thus a new step was taken. In European countries, where central registries for records were maintained and where archivists had dealt almost exclusively with *old* records, they had considered that current or semicurrent records were outside their line of duty. In the United States, however, the practice developed of having the archival agency work with other government agencies in meeting current records problems. With the National Archives taking the initiative, conferences on records administration on which various federal agencies were represented came to be held and a formal organization was set up. This development received a powerful stimulus from World War II, during and after which a great deal of progress was made in such matters as control, disposal, transfer to the National Archives, and the like.

Such a development was a far cry from the scholarly approach of a few years earlier. I remember the comment of a visitor from a small institution in one of the states who happened to be in Washington. All that the archivists in the Nation's Capital seemed to be thinking of, he said, was the transfer or disposal or control of hundreds of thousands of cubic feet of records. This comment points up sharply the change in point of view and procedure that had developed. Along the same line, the criticism was later voiced that the archives profession was being diverted from its major function, and the charge was even made that the archivist was being demoted and downgraded professionally.

Perhaps we can better understand this situation and possibly we can find a solution if we ask ourselves a few question, engage in a little introspection — which at times is good for the soul. In any type of work it is easy to lose perspective, to lose sight of the forest because there are so many trees. Especially is this true in times of crisis and of rapid change such as the present period. At such times, in so far as records are concerned, it is necessary to act promptly and to devise new methods and procedures lest we lose control of the situation.

Let's ask ourselves what should be the primary objectives and major functions of the archivist. If he can answer that question, perhaps we can see the situation more clearly. Can we not say that

in general it is the archivist's primary duty to render the greatest possible service to the government of which his agency is a part and to the public at large? More specifically, is it not his duty to preserve and protect those records of his goveernment which are worth preserving, to bring those records under control, to let would-be users know what materials are in his custody, and to make those materials available for use? If these be his major duties and functions, then they are indeed broad and challenging.

In preserving records, there is of course the question of evolving suitable methods and procedures. As the situation has developed in the national government and in many of the states, it is difficult to see how this could be done without a program for current records administration, worked out in cooperation with the various official agencies involved. Certainly the establishment of a controlled and smoothly functioning relationship with those agencies is essential. A careful study of the various aspects of disposal is necessary. For proper physical preservation, the archivist needs to keep up to date regarding developments in buildings and equipment.

Control is likewise essential, for we might almost as well not have records in our custody if we do not know what and where they are and if we cannot produce them with reasonable promptness when they are called for. In seeking to meet this problem, it has been necessary in most cases to abandon old methods of cataloging individual documents or small units of documents, and instead to follow the practice of preparing finding media for large records groups.

In discussing these various duties of the archivist, are we not in reality saying that his functions are on a broader scale than originally conceived? As we have dug into these problems, have we not found that they are bigger and in many cases more baffling than at first we realized? And can we not say that such a development, if it has indeed occurred, is in many ways good, for it means that the archival profession is bigger and broader, and offers more challeging problems, than could be seen at the beginning?

Looked at in this light, is there any major difference in the viewpoint of those who stress the scholarly approach on the one hand and of those who emphasize administrative problems, and particularly the problem of handling current records, on the other hand? For are not all these merely parts of a larger whole? It would seem that broad training and a wide perspective are necessary, but that at the same time the practical facing of immediate problems of administration is also needed.

I for one am not in the least perturbed because of recent develop-

ments. That there has been a shift of emphasis, cannot be doubted. But has not this shift occurred because we have come to recognize the pressing need of filling in a gap in our program? Naturally this development in its earliest stages has received a great deal of attention, and, in order to be properly worked out, it has necessarily been emphasized. This, it seems to me, is a healthy development. It does not mean at all that other phases of our program should be neglected — and I do not believe that they will be.

First of all, the archivist should always look upon himself as a public servant. He should offer the most effective service possible to other agencies of the government, to unofficial organizations, to private researchers, and to the general public. If he performs this function and does it well, he need not concern himself about questions of prestige or of professional standing, for such matters will take care of themselves.

In the United States the archival profession has made tremendous strides. Our colleagues come from all over the world to study our methods, our buildings, our equipment, and our plans for the future. We have achieved through hard work, through threshing out differences of opinion, and through working out solutions that are based upon our composite opinions. It is the American way, the democratic way. By continuing to develop such a program in the future, always thinking of ourselves first as public servants, may we not expect to go on enlarging and broadening our services to the government of the United States, to the states of the Union, to scholars and researchers, and to the general public? And, as a corollary, may we not also expect to raise our professional standards and to win for ourselves recognition as members of a leading profession, looked up to and respected by all?

Finally, I wish to make a practical proposal — that our Society set up, in order to study some of the questions raised in this address, a committee on long-range planning. Such a committee, if established, should have representation from the archives of the national government, from the states, from private and unofficial manuscript depositories, from users of archives and manuscripts, and probably from other sources. It should make a thorough and careful study of what has been done in the field of archives and of what ought to be done in the future. It should bring in from time to time recommendations as to general policy over the longer period. Such a committee, I believe, can be of great service in helping us keep our perspective and maintain and plan a well balanced program. I recommend to the Society that it be established.

Research for the Archivist of Today and Tomorrow

By HARRY F. LEWIS

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THE problems involved in preserving historical documents are well known to the readers of this magazine. The paper on which these documents are printed may be described under two general classes with gradations all the way from one to the other. Papers may be classified as "permanent," meaning, historically, that they have been made from rags under such conditions as would give them long life, and "not permanent," meaning almost everything else; for it has been ordinarily considered that paper made from either chemical or mechanical wood pulp and from straw will have a shorter life span than will the well made rag papers.

Actually, the life expectancy of a sheet depends on the conditions of papermaking and conversion, as well as on the original fiber furnish. High acidity in the sheet, high rosin content, high acidity in the inks, all combine to shorten the life expectancy even of the so-called permanent papers. The presence of alkaline buffering agents neutralizes the effect of the acid and lengthens the period of service. Proper observance of the fundamental knowledge in the field may give even the so-called nonpermanent wood pulp and straw papers much longer than normal "life expectancy." In addition, modern pulp making and refining techniques have produced wood pulps of high purity and greatly improved potential service. Today, therefore, we want to know not only the fiber furnish but also the character of the sheet before we pass judgment on its probable behavior over the years.

Unfortunately, the printer, more often than not, has no idea of the future value of the job he is printing. Handbills have been put on the cheapest paper — municipal records on whatever was available in the print shop.

By happy circumstance, the only paper available in quantity to the printer before the middle of the last century was made from rags by a process which providentially yielded a first-class product.

The combination of lime and soft water and the absence of chemical bleaching agents gave a product which usually was left with a residue of lime to serve as an acid-controlling buffer; the further process for making the paper added little to harm the sheet. Later, processes were developed for making wood pulp, and the residues of cooking chemical and bleaching chemical left in the pulp (and paper), together with the growing habit of the papermaker to use alum freely as a cure-all for papermaking problems, resulted in the manufacture of paper from good wood cellulose which was ill fitted to stand exposure to sunlight, heat, humidity, or the self-degradation brought about by the undesirable residues added at one stage or another in the process.

How to preserve this heterogeneous collection of material has been and still is a problem. If the document itself is priceless to the collector by virtue of its historical association, it may be preserved by facing on both sides with cellulose acetate foil and then applying heat and pressure. This seals the document against the harmful gases in the atmosphere without the use of an adhesive. Other treatments are available for handling specific problems, but it is not the purpose of this paper to review them. The interested reader is referred to the report on this subject from the U. S. Bureau of the Census [Kimberly, Arthur E. U. S. Bureau of the Census. Vital Statistics. Special Reports 3, No. 33:153-60 (August 5, 1937)]. Where the contents of the document are more important than the document and particularly where it will be used for reference, we have available the photographic process using either microfilm, film slides, or photostats. Beyond that, rather fantastic devices have been suggested as means of preserving materials for "all time," such as scratchings on glass, markings on porcelain, or the Digby process of printing with platinum on thin gold foil. The justification for resorting to such means as these must be left to those others who are better qualified to judge.

This paper, however, is not directed to how documents may be preserved. It is intended to point toward the researches which have been set up to study the actual reactions involved in the aging of paper and the conditions which initiate and accelerate such reactions. Research of this type is forward looking — it deals more particularly with the preservation of future documents rather than with those which became historically important during some past generation.

The preservation of records made on high-grade papers is relatively simple. Paper meeting the specifications for "permanent

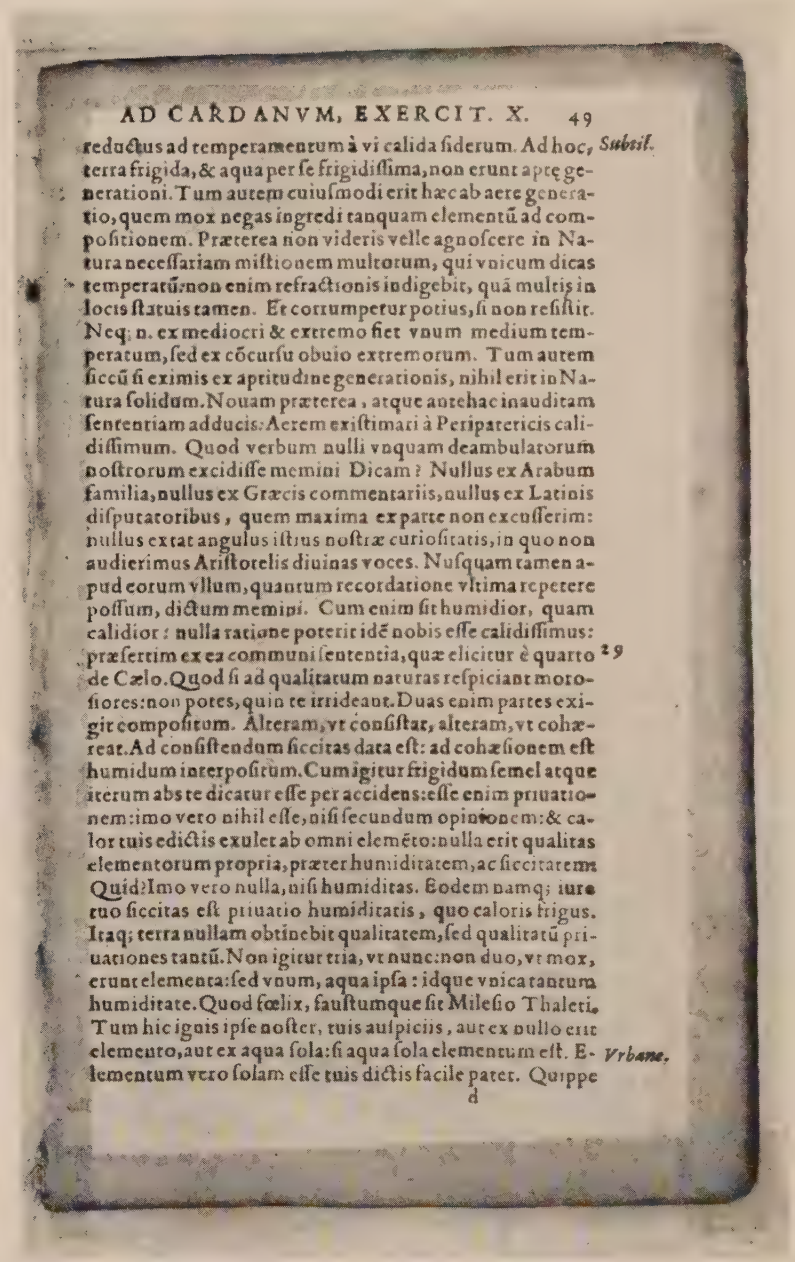
gus possunt generari. Videris igitur regionis illius ignorasse Cœlum. Etenim vt æstates minus ferunt æstuosas: ita hyemes clementissimæ. Insula tam ferax est, vt à continente nihil, præter vinum petat. Vites enim perferre nequeunt ad perfectionẽ. Propterea quod egressum e Leone Solem excipiunt aurę frigidiusculæ. Maturescit enim vua autũni calorib. pomeridianis: qui sub eo cœlo sunt & breuiores & dilutiores. Quin ea insulæ pars, quæ Scotia dicitur, longe, quã hæc quæ nobis adiacet, septentrionalior, adeo bonarum frugum ferax est, vt optimo vniuersę Europę vescantur pane cãdidissimo, leuissimo, maxime solutili. Quid? Aruernorum mõtes tota Anglia sunt frigidiores. In his tamen Serpentes sunt. Quia repetis, repetam quæ sequuntur. A Suecis accepi, qui Romam quæsituri bant Cœlum ipsum: in Bothnia, quæ est eis mare Liuonicum, & multitudinẽ & magnitudinem eam Serpentum esse, vt cum illis pastores perpetua bella gerant. Tantus vero ibi Cœli rigor, vt mare ipsum integros exercitus, cum aheneis machinis & sustineat, & trãsmittat aduersus Sarmatas Moschouitas. Alterum argumentum. Optime, inquis, colitur. At non tota. Nam vnde tot, tam opulẽta pascua? Neque vero melius, quam tot vestra Gallia Circumpadana, colitur. Quin ne æque bene quidem in Lombardia tamen & agro Ferrariensi Serpentũ magna copia est. Haud procul Dertona Palamicinum quendam, qui esset in venatione, & Hispanica lancea Serpentem interfecisset eum, eiusque equũ morte deletos, audiui fortissimo equite Antonio Lazaro, qui sub patruo meo Bonifacio stipendia faciebat. Tertia ratio. Vbi semel vacua fuerit, neq. alii possunt gigni: neque aliunde, alibi geniti, eo subire. At ex tuis legibus alii queunt suffici. Generari enim non solum Serpentes, sed etiam omnia animalia ex putrefactione, haud ita pridẽ prodidisti. Venire tibi in mentem decuit, quot loca sunt ab antiquis hac immunitate celebrata. Etiam lupos ibi negant viuere: cum vniuersa Germania, tota Aruernia, cuncta Scythia plena sit. Neque putes, quod de Serpentibus ridicule facis: omne Luporũ genus ibi venationis opera sublatũ esse. immensi namque sunt saltus, quibus sese tuentur immanes Vrsi, etiã in perniciem armentorum. Nonne apud Poetas legisti Caledonios? Ii, si nescis, e Scotia fuere Vrsi. In Creta quoque aiunt, nihil maleficum, præter Phalangium. At eo quæ frigora de Cœlo deduces, vt Serpentes necent?

Contrad.

Figure 1

Class A sheet

Calcium Carbonate — 2.10%



reductus ad temperamentum à vi calida siderum. Ad hoc, terra frigida, & aqua per se frigidissima, non erunt aptę generationi. Tum autem cuiusmodi erit hæc ab aere generatio, quem mox negas ingredi tanquam elementũ ad compositionem. Præterea non videris velle agnoscere in Natura necessariam mistionem multorum, qui vnicum dicas temperatũ: non enim refractionis indigebit, quã multis in locis statuis tamen. Et corrumperetur potius, si non resistit. Neq; n. ex mediocri & extremo fiet vnum medium temperatum, sed ex cõcursu obuio extremorum. Tum autem siccũ si eximis ex aptitudine generationis, nihil erit in Natura solidum. Nouam præterea, atque antehac inauditam sententiam adducis: Aerem existimari à Peripatericis calidissimum. Quod verbum nulli vnquam deambulatorum nostrorum excidisse memini Dicam? Nullus ex Arabum familia, nullus ex Græcis commentariis, nullus ex Latinis disputatoribus, quem maxima ex parte non excusserim: nullus extat angulus istius nostræ curiositatis, in quo non audierimus Aristotelis diuinas voces. Nusquam tamen apud eorum vllum, quantum recordatione vltima repetere possum, dictum memini. Cum enim sit humidior, quam calidior: nulla ratione poterit idẽ nobis esse calidissimus: præsertim ex ea communi sententia, quæ elicitur è quarto de Cælo. Quod si ad qualitatum naturas respiciant morosiores: non potes, quin te irrideant. Duas enim partes exigit compositum. Alteram, vt consistat, alteram, vt cohæreat. Ad consistendum siccitas data est: ad cohæsionem est humidum interpositum. Cum igitur frigidum semel atque iterum abs te dicatur esse per accidens: esse enim priuationem: imo vero nihil esse, nisi secundum opinionem: & calor tuis edictis exulet ab omni elemẽto: nulla erit qualitas elementorum propria, præter humiditatem, ac siccitatem. Quid? Imo vero nulla, nisi humiditas. Eodem namq; iure tuo siccitas est priuatio humiditatis, quo caloris frigus. Itaq; terra nullam obtinebit qualitatem, sed qualitatũ priuationes tantũ. Non igitur tria, vt nunc: non duo, vt mox, erunt elementa: sed vnum, aqua ipsa: idque vnica tantum humiditate. Quod fœlix, faustumque sit Milesio Thaleti. Tum hic ignis ipse noster, tuis auspiciis, aut ex nullo erit elemento, aut ex aqua sola: si aqua sola elementum est. Elementum vero solam esse tuis dictis facile patet. Quippe

Subtil.

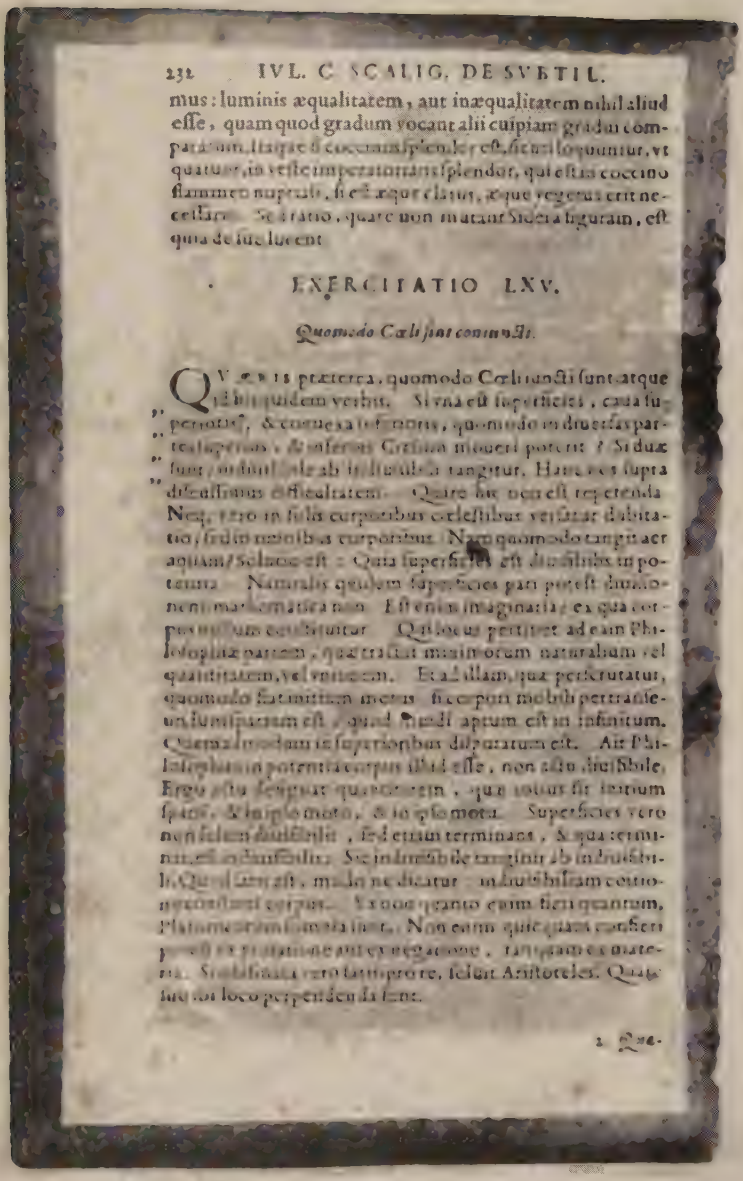
29

Vrbane.

Figure 2

Class B sheet

Calcium Carbonate — 1.62%



232 IVL. C. SCALIG. DE SVBTIL.

mus: luminis æqualitatem, aut inæqualitatem nihil aliud esse, quam quod gradum vocant alii cuipiam gradui comparatum. Itaque si coccum ita spiculet est, sicut loquuntur, vt quatuor, in vestis imperatoriæ splendor, qui est ex coccino flammeo nupsit, fiet æquabilitas, æque regetus erit necessario. Secunda ratio, quare non mutant Stoici figuram, est quia desiuescunt

EXERCITATIO LXV.

Quomodo Cœli sint connexi.

QVÆRES præterea, quomodo Cœli connexi sint atque cohæreant quidem verbis. Si vna est superficies, cuius superficiei, & connexa cui nomini, quomodo in diuersas partes superiores, & inferiores Cœlum moueri potest? Si duæ sunt, quomodo ab illa alia tangitur. Hæc res supra difficultatem difficultatem. Quare hic non est repetenda Nec, ergo in solis corporibus cœlestibus versatur dubitatio, sed in omnibus corporibus. Nam quomodo tangit aer aquam? Scilicet est. Quia superficies est dimensibus impotentia. Naturalis quidem superficies pati potest diuisionem mathematicam non. Effeminata imaginatio, ex qua corpus mathematicum constituitur. Quibus pertinet ad eam Philosophiæ partem, quæ tractat motum rerum naturalium vel qualitatem, vel motum eam. Et ad illam, quæ perlustratur, quomodo fit minimum motus? sicut pons mobili pertransiendum, sumi parvum est, quod mundi aptum est in infinitum. Quemadmodum in superioribus disputatum est. Ait Philosophus in potentia corpus illud esse, non actu diuisibile. Ergo actu semper quæretur enim, quæ totum sit tantum spatio. Simplo moto, & in plo mota. Superficies vero non sic est diuisibilis, sed etiam terminans. Sed quæ terminat, est indiuisibilis. Sic in diuisibile tangit ab indiuisibili. Quid igitur est, medio ne dicatur indiuisibilem continere corpus. Sed non quanto enim fieri quantum, Platonem etiam insectatur. Non enim quicquam confieri potest ex negationibus, tanquam ex materia. Sed hæc ratio tam prorsus, sciunt Aristoteles. Quæ sunt eo loco perpendenda sunt.

2 Quæ-

Figure 4

Class D sheet

Calcium Carbonate — 0.86%

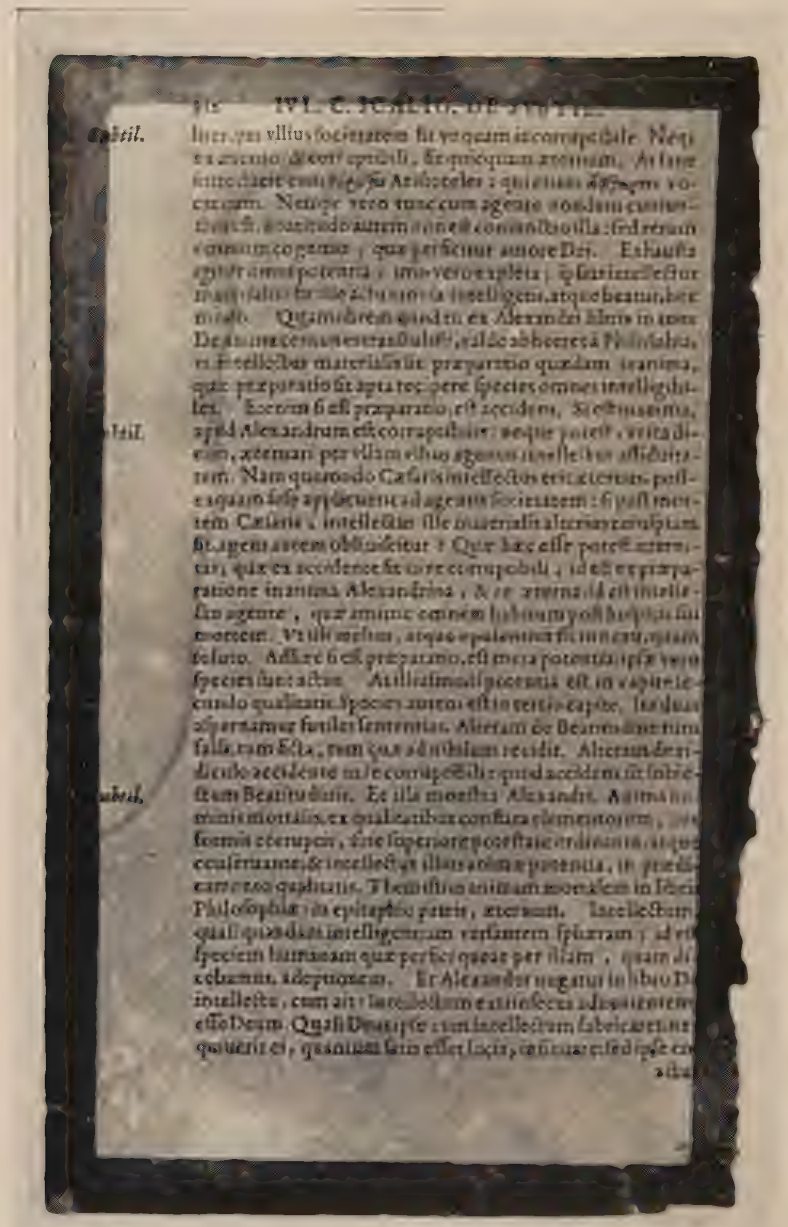


Figure 6

Class F sheet

CALCIUM CARBONATE — 0.44%

paper" is largely cellulose. As manufactured, it is comparatively free of the presence of the deteriorating agents mentioned earlier, and its storage requires only that external agents of degradation be kept from coming in close and continuous contact with the paper; among these are air-borne acid fumes (sulfur dioxide from the burning of coal, sulfur dioxide and the oxides of nitrogen in industrial stack gases, etc.), ultraviolet light (from the sun), excess heat, dryness, or humidity (the combination of heat and humidity promotes the growth of microbiological forms which attack cellulose).

The results of a recent investigation of the condition of paper in an old book will serve as an illustration of the factors favoring the slow deterioration of even high-grade papers. The subject of the book is unimportant. It happened to be a text in Latin on the natural sciences; its publication date is 1576. The work was done at The Institute of Paper Chemistry by a student [Hanson, Fred S. Resistance of Paper to Natural Aging. *Paper Ind. & Paper World* 20, No. 11:1157-63 (February, 1939)]. In this book some of the signatures were brown in color and weak in strength; in others, the paper was white and quite strong. Why the difference? The fiber furnishes of the two contrasting materials were the same — namely, a mixture of linen and cotton with about 3% of raw linen fibers in each. The chief chemical constituent of the fibers making up the paper consequently was cellulose. The mechanical preparation seemed to be about the same, for the fibers were long and considerably broomed. One significant difference was found to be the ash content; the weak brown sheet contained not more than 0.75%, whereas the ash in the white sheet tested better than 2.5%. The amount of iron was the same. Paralleling the difference in ash was the difference in lime, the main constituent of the ash. Somewhat related to the difference in ash was the difference in acidity of a water extract of the papers. The extract from the white paper was slightly on the alkaline side, whereas that of the brown paper was acid. The slight alkalinity of the extract of the white paper is due to the lime content of the ash which served to buffer any acids formed during aging and, thus, prevented abnormal deterioration of the paper. The samples of paper, when arranged in order of increasing brownness, appeared exactly in inverse order of calcium carbonate content.

Other interesting points were noted. One had to do with the aging by the ink and its component oils and pigments. The linseed oil in the brown sheet was shown to have been converted to organic

acids in a highly oxidized condition. This was not the case in the white sheet. The acids also had diffused throughout the entire sheet in the completely brown sheets; with the partially brown sheets, the acids had diffused through the brown areas.

This report shows the effect of at least one of the deteriorating agents — sheet acidity. Oxalic acid was found useful as a means of brightening the various samples; the white samples were raised in brightness as much as 20 points, the brown samples about 5 points through removal of iron and, probably, a conversion of calcium carbonate to calcium oxalate.

The effect of atmospheric acids has been brought out by the work done at the National Bureau of Standards and described in an article by A. E. Kimberly and B. W. Scribner [Bur. of Standards, *Miscellaneous Publication No. 144* (1934). 27 pages]. These men, in a series of systematic studies of the problem of preserving records extending over four years, have described the effect of exposing papers to atmospheric sulfur dioxide gas with the measurement of the degrading effects of the gas. Experimental tests showed that this gas could be completely removed from the atmosphere by washing the air with an alkaline wash. The destructive effect of light, adverse temperature, and humidity are also indicated. Many other papers on the preservation of records and the whole problem of permanence and durability of old papers will be found in the reports from the National Bureau of Standards.

A variety of projects in this general field have been carried out in the laboratories of The Institute of Paper Chemistry.

Reference was made on an earlier page to the new and highly purified wood pulps such as those which have been sold in the past under the name of alpha pulps. One of the first studies made by The Institute of Paper Chemistry dealt with the relative stability of high-grade rag stock and purified wood pulp in order to determine whether the purified wood pulp could be substituted for the high-grade rag stock. In this project, the various pulps were degraded by heat, light, alkaline solutions, acid solutions, and bleach. The rate of degradation was followed by estimating the changes in the chemical composition of the products. The data show that high-grade rag stocks with their higher purities resist degradation, as measured in this way, for a longer period than do the purified wood pulps and low-grade rag stocks. The suggestion from this is that, all things being equal in connection with the paper manufacturing process — such as content of alum and size and the like — the paper from the high-grade stock would probably last longer under

equivalent storage than would paper from either the purified wood pulps or the lower grade rag stocks. In connection with this program, paper was made in February, 1933 using high-grade rag stock on the one hand and purified wood pulp on the other under similar and optimum conditions, and this paper is now on test. After fifteen years of aging there is very little relative loss in strength in either type of paper. The rate of loss in folding endurance — the only strength property to change in the fifteen years — is approximately the same for each of the papers but, since the purified wood pulp paper had a considerably lower original folding strength, we might expect it to lose its fold sometime sooner than would the paper from the high-grade rag stock. Specifications for permanent records are directed toward insuring a sheet of high alpha-cellulose content (resistant cellulose) and low acidity and low rosin content.

The preceding discussion relates specifically to papers intended for permanent records. The archivist, however, may be just as much concerned with papers of cheaper furnish — such as groundwood-chemical pulp mixtures. The conditions which shorten the life of a "permanent" sheet have an even greater over-all effect on the life-expectancy of the poorer quality papers. Free acid and rosin in the sheet contribute to its deterioration. This is not noticeable where the sheet is used conventionally, for the greater percentage of such paper today needs only a relatively short use life.

In spite of the fact that papers in general meet their principal use requirement in terms of sheet life, appearance, and strength, the paper manufacturer is constantly striving to improve his product. For example, the development of a process for making a groundwood sheet which is stable as to color and strength would be of very real interest provided the new process would not add too greatly to the cost of production.

Unfortunately, not too much is known about the factors affecting the color and strength of groundwood, particularly on exposure to light. In order to remedy this, the Groundwood Association initiated a project dealing with the nature of fading in groundwood papers at The Institute of Paper Chemistry. "Fading" is the term used to describe the color changes taking place in a groundwood sheet on exposure to sunlight. Newsprint, poster paper, and the like, after exposure, first become somewhat lighter in color; then, as exposure is continued, they darken very noticeably. With this change in color, there is a corresponding loss in strength. Although the project was ended before all the answers to the question could be obtained, some very definite steps forward were made in under-

standing the change in composition which accompanies the change in color.

The reaction is an extremely complex one in which both light and atmospheric oxygen play a role. Elevated temperatures and increased humidities accelerate the rate of fading. The main component of the groundwood sheet which appears to be changed by oxygen in the presence of ultraviolet light, with subsequent production of color, is lignin. These studies indicated a number of ways that might possibly be used by the papermaker to improve the qualities of his groundwood sheets. Some of these were tried. One was to use a material which we call an "antioxidant" to prevent oxidation. This was not successful. A second was to put in a material which would absorb the ultraviolet light which changes the lignin; a number of compounds were found that would do this (in part at least), but their cost was prohibitive. This directed us toward a third method for controlling the influence of light on the groundwood sheets — stabilizing the unstable color-producing components of groundwood by modifying them. Something like this happens when groundwood pulp is bleached with sodium peroxide. A very much better color results, and sheets made of bleached sulfite pulp and bleached groundwood might prove to be of interest where records occasionally have value as archivists' items.

No attempt will be made to review in detail all the other investigations made at The Institute of Paper Chemistry relating to an understanding or control of natural aging of paper. Reference will be made rather briefly to two.

The first deals with the effect of ultraviolet light on cellulose, the main constituent of high-grade rag paper. From the research, we understand better how cellulose is broken down by ultraviolet light in the presence of oxygen. The reaction products all exhibit the properties expected of cellulose degradation products. The further discovery that cellulose, after irradiation in oxygen, continues to break down, even when stored in the dark, has a practical bearing on the display of documents in museums where ultraviolet light and air can get to them. Permanent exhibition under these conditions may be bad, but even temporary and occasional exhibition of such documents may be attended by a continuing breakdown after they are removed from the display case. This effect is referred to as a "post-irradiation effect." [Stillings, R. A., and Van Nostrand, R. J. The Action of Ultraviolet Light upon Cellulose. *J. Am. Chem. Soc.*, 66, no. 5:753-60 (May, 1944); Heuser, E., and Chamberlin, G. N. The Action of Ultraviolet Light upon

Cellulose and Cellulose Triacetate. *J. Am. Chem. Soc.*, 68, no. 1:79-83 (January, 1946)]. The post-irradiation effect can be stopped by storage in the dark in nitrogen or in helium.

Still another series of investigations has been carried out in our lignin laboratory. "Native" lignin, one form of the color-producing lignin in paper made by the groundwood process, has been shown to possess one reactive component which is extremely susceptible to the action of light. When this component is protected, changes in the color of lignin on exposure to light take place only slowly. This is true whether the lignin is isolated or is in wood. Unfortunately, we have not yet been able to achieve this result on a technical scale with the lignin in paper without, at the same time, affecting certain of the other properties of the paper.

The above discussion has related largely to studies of the mechanism of deterioration of paper. The archivist is also interested in determining the age of a document and whether it is the actual document it is represented to be. One way of checking the age is to determine the type of pulp used in making the paper. One of the members of the staff of the Institute has devoted the greater share of his technical life to developing and improving the methods which serve to identify and estimate the different pulps in the furnish. Since the groundwood process was not introduced in Europe until 1840 and in this country just after the Civil War, the presence of groundwood establishes the earliest possible date of manufacture. Similarly the soda process was first used in 1863 and the sulfite process in 1874. These three pulps are found in ordinary printing paper. Bleached sulfate and purified chemical pulps were not used until about 25 years ago. These can also be identified in a sheet.

This brief report should not be closed without an explanation being given to the function of The Institute of Paper Chemistry. The Institute was organized in 1929 shortly after the stock market crash by nineteen pulp and paper mills of the State of Wisconsin. This was to be a graduate school devoted to the training of technical men for the pulp and paper industry, but it was also to provide both research facilities for studying problems dealing with the manufacture and use of pulp and paper, and library facilities. These three functions have been carried out on an expanding scale ever since 1930 when the first class of three students entered in February. The Institute has grown and today receives its support from all over the United States. The Institute of Paper Chemistry currently is the co-operative educational expression of 107 corporations. Its physical equipment is housed in its own buildings on a

campus of approximately 30 acres. The staff includes about 200 men and women. Its activities embrace both teaching and research in the field not only of cellulose and lignin chemistry but also of the other sciences on which the industry is based, such as physics and biology which, together with chemistry, provide fundamental support for the various technologies of the industry. Its library and editorial facilities have expanded so that today there is an Editor, C. J. West, and members of the editorial staff, together with Miss Edith Stroschneider, Librarian, and her library staff. The Institute publishes a monthly technical abstract bulletin called the *Library Notes* of The Institute of Paper Chemistry, a quarterly research bulletin sent to its membership, numerous annotated bibliographies, and a variety of technical publications in the different scientific journals.

Its research program embraces fundamental studies of the type described above in connection with permanence and durability of various types of paper, fundamental and applied problems in the field of pulping, stock preparation, papermaking, conversion, and the like. It has special research laboratories adapted for work in studying the effect of paper mill effluents on fish life, other laboratories for determining the relative resistance of paper containers to penetration by insects, laboratories for research in wood technology and bacteriology, for studies of wood waste utilization, as well as the more conventional laboratories in chemistry and physics.

As in the beginning, its student body is limited to fifteen in a class. The course, purely postgraduate, takes approximately four years and leads to the degrees of Master of Science and Doctor of Philosophy. These degrees are conferred by Lawrence College with which the Institute is affiliated. Since the Institute opened its doors, approximately 250 students have matriculated. Including the graduates of June, 1948 it will have conferred 92 Doctor of Philosophy degrees and 148 Master of Science degrees. One hundred and fifty of its alumni and former students have entered, and are actively engaged in, the paper industry. Buildings and equipment could not be duplicated today for $2,000,000.

The students of the Institute are selected following the visitation of university and college campuses by representatives of the Institute. They must have demonstrated in their undergraduate work the ability to handle difficult technical assignments. Their preparation must have included such basic courses in chemistry, physics, and mathematics as are ordinarily recommended by the American Chemical Society and the American Institute of Chemical Engineers for

professional training in those fields. Here an ideal combination of academic atmosphere and tradition is blended with the atmosphere of the industrial research laboratory. The thirty-eight men and women who make up its teaching staff have had some contact with the paper industry or other industries of the same general type. From programs such as this will come the men and the ideas on which better publication media will be built.

SUMMARY

The above paper has presented a review of those researches which have increased our knowledge of the causes and mechanisms of paper aging. No attempt has been made to describe the methods which have been developed for the preservation of documents.

A considerable gap exists between our knowledge as to the causes for accelerated aging and the application of this knowledge in paper manufacture and paper conversion. This is due to a number of factors, but the main one is the fact that most paper as made meets its normal use requirements, and longevity is not a normal requirement. Only a small percentage of the paper manufactured and printed becomes of interest to the archivist, and the problem is to manufacture and print all papers so as to achieve the maximum life without affecting adversely the normal papermaking and printing operations. This is a real undertaking.

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Archives in the Library of Congress[1]

By JOHN C. L. ANDREASSEN

The Library of Congress

INTRODUCTION

IT WOULD be possible by restrictive definition of the words in the title of this paper to limit it pretty much to a discussion of the records of the Library administration but with passing reference to such obvious items as the Constitution of the United States. Such consideration as I have been able to give to the matter has led me, however, to shy away from the *specific*, the *defined*, and to treat of the *general*, the *related*.

Archives in the Library of Congress are of four main types, and these four have a husky step-sister. Not everything, it will be seen, fits into these categories. Briefly, there are: first, the records of the Library administration; second, certain records which have been deposited in the Library of Congress because of their relationship to the Legislative Branch, and/or because The National Archives did not exist at the time of the deposit; third, a certain quantity of material, probably archival in origin and character which has found deposit in the Library of Congress through gift or purchase from sources other than the agency of origin or succession; and fourth, numerous collections of business, church, association and other miscellaneous archives of a non-governmental character. The husky step-sister I mentioned is that great body of copies, in longhand, typescript, blue print, photostat, microfilm *et cetera* of the archives of many countries, states, and other units of government which relate primarily to American history. These materials, while not strictly archives, constitute something better than the breakfast food contest's "reasonable facsimile."

RECORDS OF THE LIBRARY OF CONGRESS ADMINISTRATION

The records of the Library of Congress administration are volu-

[1] Read before the Annual Meeting of the Society of American Archivists, September 4, 1947.

minous and fairly intact for the period beginning with the Putnam administration. There has been no destruction of non-current records nor transfer of Library of Congress administrative records to The National Archives since the establishment of that institution. Guides to the records of the Library administration consist of: a four page typescript shelflist of the records deposited in the Manuscripts Division; a one-hundred and sixty-two page typescript "Inventory of the Records of the Library of Congress" (from 1897-June, 1945) prepared under the direction of Richard G. Wood of The National Archives; and pages 223-224 of the *Handbook of Manuscripts in the Library of Congress* published in 1918, as well as subject file controls in the various divisions, departments, and the Secretary's Office for materials in current use.

Over a period of years certain non-current records of the Library of Congress have been selected for deposit in the Manuscripts Division primarily for better preservation and/or access. The volume of these materials is relatively small, but they are of considerable importance. Of the 1784 manuscript boxes, some 84 antedate 1897; and the remainder consist of the accessions correspondence from 1897-1935; a considerable portion of the 1719 volumes cover the years before the Putnam administration as do the thirty-five packages, twenty-eight file trays and three shelves of loose materials.

The records which have been deposited in the Manuscripts Division are of considerably more historical interest and relatively, of greater significance than the great bulk of the records which are described in the ten hundred and eighty-five series entries in the 162 page Inventory. Some samples showing the variety of these records follows: There is available a sixty-seven page typescript index to the "Borrower's Ledgers" 1800-1867 which leads the searcher to some light on the reading habits and interests of some 15 presidents, 12 vice-presidents, 448 senators, 2,076 representatives, 23 secretaries of state, 25 secretaries of the treasury, 55 foreign diplomats, 73 general officers of the U.S. Army, 22 of the Confederate Army, 62 governors of states and territories, as well as certain authors, scientists, journalists and clergymen.

The letter copy-books of the various Librarians are a storehouse of value to the student of cultural interests in these United States as are their files of incoming letters. The records are available in fairly complete form for the period from 1849 through 1886, and 1897-99 covering the administrations of John S. Meehan, John G. Stephenson, Ainsworth Rand Spofford and John Russell Young.

Miscellaneous pieces and volumes dating from 1802 relating to the administrations of John Beckley and George Watterston are also available. The fields of subject interest are apparently limited only by the volume of the material available.

Other significant items and files include such reports as the two volumes by George H. Boehmer as Special Agent on his mission to Europe for the Exchange of Official Documents, dated April 30, 1885; Lists of Manuscripts transferred from, or retained by, the State Department, 1903, 1904, 1905, 1921, 1922; Correspondence pertaining to the Archives in the Governor General's Palace Puerto Rico, 1898-1900; Historical Mission: Correspondence reports, 1928-1932 (Project A) of which more, later. It should be added that David C. Mearns has made effective use of these materials for the institutional history of the Library in his chapter "The Story Up To Now" in the Librarian's *Annual Report* for 1946: This 214 page biblically columned institutional history is one which not only indicates the richness of these records but, I believe, sets a standard for institutional histories which archivists might well study.

BECAUSE THERE WAS NO NATIONAL ARCHIVES

The second category of archives in the Library, were described as those deposited there because of their relationship to the Legislative Branch and/or because The National Archives did not exist at the time of the transfer. This type of material has been exploited by scholars for years and I refer to only a few but representative examples to illustrate the type. For example: there are the journals and the papers of the Continental Congress which were transferred from the Department of State by Executive Order dated 15 December, 1903. The *Journals* as published are too well known to require further comment. Then, there are the Archives of East Florida, comprising some 65,000 documents in over a thousand portfolios, which were transferred to the Library by the Interior Department in April 1905 from the Office of the Surveyor General at Tallahassee. And, as a last example, I mention that at the instance of Gaillard Hunt, then in charge of the Library and Archives of the Department of State, and upon the recommendation of Secretary of State Charles Evans Hughes, President Warren G. Harding directed the transfer, on September 29, 1921, of the originals of the Declaration of Independence and the Constitution, to the Library of Congress in order, as he stated that they might there, "satisfy the laudable wish of patriotic Americans to have an opportunity to

see the original fundamental documents upon which rest their independence and their government."

One should not fail to mention that the Laycock Abbey Magna Carta is on a two year loan and exhibit in the Library of Congress by virtue of an Act of Parliament. While this type of archival material does not fit into any of the categories I have mentioned in my introductory remarks, I speak of it here because it is in a measure related to the Declaration and the Constitution. Last year, a Library of Congress Planning Committee, composed of a group of outstanding American citizens prepared a report on what they believed the Library of Congress should be in the future. Growing out of the question of what to do about "fine prints," the following recommendation to the Congress was adopted. "There are a number of holdings of the Library of Congress which were placed there because at the time of their acquisition by the Library of Congress the Federal institution for the deposit and service of this type of material had not yet been established. It is recommended that the Librarian of Congress explore with such officers as the Archivist of the United States and the Director of the National Gallery of Art, the possibility of transferring archival material, prints in which the interest is primarily occasioned by their artistic value, and perhaps other holdings to the appropriate agency, and that, where necessary, appropriate legislation be recommended." This recommendation, along with others is now before the appropriate committees of Congress.

MAYBE, MAYBE NOT

Under a theory, best phrased, as far as I know, by William Howard Taft in his Barbour-Page lectures in January, 1915, the Library has been the recipient of many papers of the various presidents and their aids, through gift and purchase. Mr. Taft said: "The office of the President is not a recording office. The vast amount of correspondence that goes through it, signed either by the President or his secretaries, does not become the property or a record of the government unless it goes on to the official files of the department to which it is addressed. The President takes with him all the correspondence, originals and copies, carried on during his administration." George Washington, of course, had set the precedent. Franklin Pierce in 1854 questioned the practice when lesser officers of the Federal Government removed fiscal records on leaving office, to avoid detection for fraud.

Shortly after Harry Truman became President, he asked to see "certain exchanges between President Roosevelt and Joseph Stalin bearing on the United Nations Conference in San Francisco" and learned that the papers had been sent to Hyde Park. That problem has since been solved by a State Surrogate's decision which in fact confirms but in effect is adverse to the theory put into words by Mr. Taft. Practical solutions will have to be reached in future we may all believe — however, it would seem a fairly safe prognostication, that the records of any former official, needed for the operation of the government will have to be made available to the responsible officers of the government hereafter, whether as a result of legislation, changed customs, or what you will.

There will be some who will insist that these records go to one place or another. I speak for nothing more than accessibility, which includes preservation, knowledge of existence, adequate finding aids better than the recollections of a private secretary, and freedom of access under such security regulations as are essential in the national interest and which will protect the private rights of the individuals concerned.

Under the Taft definition, these papers of the Presidents which are in the Library of Congress are not archives; under the Truman demand, certain of them might become so in effect if not in law. Military tacticians have used the lessons of the Civil War for years. I, for one, have found it a bit difficult to believe that it could be in the public interest to bury, for example, the correspondence of the Union generals with the Commander-in-Chief for eighty-two years, exciting as that correspondence may be to this very day. It could probably be maintained that the theory enunciated by Mr. Taft has resulted in the loss of more records of consequence than it has ever saved. True enough, a number of special depositories have been established for the Hayes, Harding, Hoover and Roosevelt papers. Except for the Adams and Jefferson papers in the custody of the Massachusetts Historical Society, the great proportion of what remains of these significant collections is in the Library of Congress, and in large measure available to "all the people," now that the Robert Todd Lincoln Collection has been opened. We all have reason to be proud that so much has been saved, but, we could have done so much better!

OTHER ARCHIVES

The fourth class of archival material in the Library of Congress includes church, plantation, business, family, association and other archives. I will not take further of your time and patience with a

listing of even representative collections. It must serve to say that the Library of Congress is rich in such collections. I would like to refer however to another of the recommendations of the Library of Congress Planning Committee.

"The Library of Congress should collect, historical, literary, and scientific manuscripts of national interest, including those of men and organizations that have contributed to the government, the institutions, and the life of the American people as a whole. . . . It should cooperate with other depositories of manuscript collections throughout the country, to the end that manuscripts of local interest may be placed in the depositories where they will be most useful, and it is recommended that the Librarian of Congress take the lead in establishing a *National Manuscript Council* made up of the representatives of national, regional and local historical organizations and agencies, whose duty it will be to advise as to the preservation and disposition of manuscript material."

THE STEP-SISTER

And now — to the husky step-sister. This is a field in which The National Archives cannot function, and the National Library must. Beginning in 1898 with the purchase of the "Stevens Facsimiles," the Library of Congress undertook to obtain *systematically* transcriptions of archives and other manuscripts in European repositories. During the period from 1902-1928 there came in many thousands of pages of handwritten transcripts from England and France, typewritten in the case of Spain and Mexico. The search for the materials was aided by the men who produced the Carnegie Institutions' monumental series of *Guides to Materials for American History*. Receipts of the first 20 years of the program are described in the *Handbook* pp. 422-463 which included materials from Britain, Cuba, France, Mexico, Russia, Spain, and the Netherlands. Then, in 1928 with a munificent grant, totalling $450,000, to be spent in five years, socalled Project A went into action. (An additional $40,000 was added to increase the term of the project to 7 years.) Transcription was stepped up, photocopying was substituted for the less reliable hand and typewriter transcriptions. This single project, first under the direction of Samuel Flagg Bemis, and then Worthington C. Ford, supplied the Library with over 2,500,000 pages of additional transcripts and included materials on American History from the archives and libraries of England, France, Spain, the Netherlands, Germany, Austria, Italy, Sweden, Norway, Canada, Mexico, Switzerland and Russia.

This work has been continued on a lesser scale, with the exception of the war years, with moneys from the Wilbur Fund. The gaps that exist, must and will be filled in, and controls are being established, as for example in Miss Grace Gardner Griffin's authoritative *Guide to Manuscripts Relating to American History in British Repositories* reproduced for the Division of Manuscripts Library of Congress which came off the government presses less than a year ago.

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The Archives of Small Business[1]

By THOMAS D. CLARK

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MUCH has been written in the last decade about the survival of small business. In both news stories and formal studies there is a suggestion that this type of organization is fundamental to the American way of life. Nostalgic books and articles have treated the subject of various individual businesses which have played a role in American social and economic history. The blacksmith shop, the sawmill, the grist and flour mills, stave and cooperage factories, cotton and woollen mills, distilleries, tobacco factories, blast furnaces, country stores, farm implement, wagon and carriage factories, boat yards, grain elevators, paper mills, metal factories, clock and lock works, all of these and scores of others have contributed materially to American economic well-being. These bespeak at once the economic growth of the country and the less complex aspects of our national life.

Unfortunately attitudes toward what constitutes valid history, lack of time and scholars, and lack of collected records have all contributed to an overlooking of this field. Too, a firm conviction that the specific business aspect of economic history is dry as gunpowder has prevented many young historians from undertaking extensive studies. Perhaps it would be well to add in this connection that small business has been so close to the people it has been taken too much for granted. A local textile plant working day after day in the production of a standard product has always been regarded as commonplace, and the commonplace has never been too exciting to the ambitious historian. Yet life itself has been rather commonplace; in fact, it is this element of economic development which best reflects American stability.

A lack of records has seriously handicapped the writing of basic economic history. Again a feeling of the commonplace has gotten in the way. Records to most business men have been devices for keeping up with month to month transactions for periods of debt limitations under state law, and then were packed away in attics

[1] Read at the joint session of the Society of American Archivists with the American Historical Association at Cleveland, Ohio, December 27, 1947.

and furnace rooms, or disposed of entirely. In this way millions of vital papers have been destroyed. Scrap drives have resulted in the gathering of other tons of account books and papers to be sent away and ground into paper pulp. That small businesses with limited accounting and housing facilities have been unable to preserve any considerable part of their records is a fact. They have sinned by their failure to care for these materials, but their sinning is chargeable directly to lack of foresight and interest of historians and librarians. Until the last decade or two no significant number of libraries have been willing to receive and care for general collections. Sometimes a research student pursuing a special interest has been able to collect an important body of manuscript materials in a library. Occasionally collectors for libraries have secured tons of materials for institutional archives, but these have often remained in the boxes in which they were shipped.

Few archivists have been trained to take care of this type of manuscript, and even fewer safe, low cost housing facilities exist for their protection. Two things of importance should be said here: business records are nearly always bulky, and their collection is frequently put off until sometime in the future when conditions are more favorable, but time lost in collecting them means that they are needlessly subjected to destruction. A new set of concepts is necessary for the proper collection of this type of materials. First, value and importance are often to be measured in terms of gross volume rather than in significance or rarity of single pieces of manuscript. There are few diamonds tucked away in the average set of records. Unlike highly personal or official papers of major public figures there perhaps will be no one, or even a half dozen pieces of manuscript which will throw an exciting light on economic affairs. Purple patches of human interest material in this instance are to be measured in terms of broad social and economic patterns, rather than in rare "finds." Although business manuscripts are being destroyed at a rapid clip, happily, they are, with reasonable care, well-nigh indestructible. They do not require the more expensive types of housing and shelving as do most manuscript collections.

Much specialization of personnel and library and business cooperation will be necessary for the preservation of an appreciable number of these records. Businesses should be encouraged, so far as possible, to preserve their own historic materials, but where this is impracticable major libraries should be ready to take charge of them.

A superficial barrier in the way of collecting many business rec-

ords is a fear on the part of uninformed business men of adverse criticism from the historian. Many of them are afraid that scandal will be uncovered, or, perhaps, some believe that revenue men might become unduly interested in business records if they were opened to public use. On the other hand many business men have the notion that they want to keep the writing of their company history safely under their own thumbs. An examination of many company written histories will show how ineffectively patronizing authors have used their records and how poorly they have conceived their tasks. It is a rare thing that one of these studies is either objective or broad enough to do credit to any person or business.

It is indeed fortunate that within the past decade there seems to be a growing interest in the field of business and industrial history. Scholars and some mature business men have reached a partial meeting of minds as to the significance of the subject. For the first time there seems to be an appreciation of the fact that knowledge of historical background has a definite and practical value in the current operation of a business. If a company has succeeded where others have failed, there is a reason, and to make this reason understandable, it is necessary to define it. Only a careful historical analysis will permit a sound appreciation of past policies. On the other hand where businesses have failed, there is also the question of causes: What were the policies which made one succeed and another fail? What were the elements of booms and busts? The records themselves are the only certain keys to the past.

Business papers mean more than simply an insight into the affairs of a single undertaking. Often they clearly outline the interrelationships of industry with the complex web of American life. First of all there is the important question of the availability of goods. Each succeeding year of invention and technical improvement has wrought significant change in the production of goods, and in turn the national standard of living and tastes have been affected. Invoices and personal store accounts indicate the extent to which new articles of merchandise were distributed. Here is, in fact, the fountainhead of a sense of American progress so far as the common man is concerned. This, perhaps, is one of the most illuminating aspects of the breaking down of rigid-mindedness and provincialism. For the average American, the adoption of new products has been his most venturesome step. The use of new appliances and the consumption of new types of goods requires a change of habit and sometimes necessitated an entirely new concept of regional economy.

To be specific on this point, a committee has just made public a

report to President Truman in which the South is again called the Nation's No. 1 economic problem. It is worth noting that two points raised in this report are the lack of technical and mechanical skill on one hand, and the rapid pace of agricultural mechanization on the other. A study of mercantile records in the South since 1865 will reveal in bold outline the antiquated process by which the southern farmer has dredged a living from his soil. There, too, are catalogued the primitive tools which he has used to exhaust significant areas of his land, and to unfit himself for an age of intensely mechanized industrialization. The more than 2,000,000 people who are now said to be facing unemployment have a long history of failure to keep abreast with national progress. This historical background is amply documented in store and wholesale dealer records which apply to southern small business.

It seems apparent in many studies in American social and political history that historians have neglected this important field of documentation. No doubt a careful check of small business records in all the agricultural areas of the United States would throw revealing light on the history of agrarian unrest. It may be possible that these records would not cause any revolutionary changes in the general picture of this significant period of national development, but certainly some important details of misinformation can be corrected, and all the facts can be more adequately established. Certain clichés have been repeated countless times about the furnishing system which developed in the South after the Civil War. The same secondary sources are used to document many of the statements, and the same conclusions appear in nearly every new work. Yet, it seems safe enough to challenge the accuracy of much of this material in the light of facts revealed in the basic records of small business. Entirely too much American history of this type has been written from secondary sources. By the use of business records it is possible to get a much more complete understanding of many aspects of American social and economic history, and definitely to broaden the horizon of historical understanding.

In the nearly virgin fields of prices and credits, the records of small businesses are indispensable. Reflected in these materials are nearly all the elements of price and wage structure, including a clear outline of most of the subsidiary factors, in this kind of statistical information. Likewise, the all-important subject of domestic credit is revealed in notes, mortgages, and attempts to collect payment for goods delivered. A curve of reaction to general economic change can be constructed in this way, and variations from one locality to

another can likewise be determined. Not only can consumer prices be ascertained, but also the differential between wholesale and retail prices, including the general quality level of goods used by the American buying public.

Closely related to the subject of prices, credits, and wages is that of markets. In the case of merchandising there is a dual phase of marketing where goods are purchased from outside the region, and where produce is accepted in exchange. When this is true small business archives contain a vital record of economic importance. Not only are the usual factors of transportation, prices, availability of goods, credits, and markets present, but likewise the significant one of extra-regional capitalism. This is a complex subject, and one which as yet has not received its just dues from the historian. The force of extra-regional financial controls run strong in American life, and before certain types of monopolies and trade practices can be fully understood it is necessary to know their histories. If for no other reason than this one, the records of small business are important.

The archives of widely dispersed small businesses form an integral part of the records of the larger ones. It would be impossible to study the history of important wholesale distributors without giving serious consideration to their numerous local outlets. Every large city is a focal point for varying scopes of trade territory. Chicago wholesale houses may serve most of the United States. The larger houses of St. Louis, Cincinnati, Kansas City, Philadelphia, Atlanta, and New York have roots which spread afar. A single instance where a wholesale distributor has become a fundamental factor in the economic fabric of a vast trading area is the Belknap Hardware Company of Louisville, Kentucky. Although a big business within itself, its trade reaches into the hearts of the smaller commercial pattern of most of the South and Middle West. Before a history of this important larger house can be written one approach will have to be made by way of the background of the smaller businesses which serve as its distributors.

It has already been suggested that a major reason for being concerned with business records is that they reveal an important amount of social and economic history. They actually do more than that: they reveal much of the broad pattern of intimate social relationships. Almost every phase of life comes within the purview of the small business records. In most cases, the owners and managers of small plants or stores have been important personages in their communities. They have been entrusted with committee chair-

manships, trusteeships, presidencies of organizations, settlement of estates, and have acted as general advisors to nearly every agency of public service in their communities. They have kept the records of these side responsibilities, and have most often stacked them back with those of their major interests, and have preserved them in this incidental way. For this reason archives of little business assume a subsidiary importance which is lacking in those of the larger and more formal organizations. In many other cases seemingly unrelated fields of social history are documented by materials found in commercial papers. For instance it is possible to gauge the varying degrees of regional medical care by an examination of store books which record proprietary medicine sale entries from year to year.

Literally millions of advertisements of questionable or quack medicines have appeared in American newspapers, but only merchants' invoices and personal accounts give an accurate picture of this nefarious trade. Here are meaningful sources for the study of American suffering and ill health. They document the background and final passage of so fundamental a bit of social legislation as the Pure Food and Drug Act of 1906 and of the Harrison Law of 1911, which halted the indiscriminate sale of opiates. Individuals in communities which lacked adequately trained doctors were often victimized by the drug habit. Personal accounts reveal the extent of the use of opium, laudanum, and morphine. What was true of opiates was likewise true of the sale of medicines high in alcoholic content. The prevalent sin of the nineteenth century, alcoholism, was not confined to the confirmed barroom drunkard. Often his antagonist, the temperance crusader, resorted to the use of a favorite proprietary tonic as a source of vigor and righteous inspiration.

In this same category are the food habits. Revealed in store accounts are food purchases, and there is a consistent comparative record of buying over a period of years for a considerable sampling of families. It is possible to derive both positive and negative data in this practically untapped vein of social history. On the positive side is the documentary story of commodities bought, and negatively there are missing those supplied at home. The economic well-being of the rural American people has sometimes been measured largely by the types of food purchased, and little attention has been given that which was produced at the source of consumption. Again the records of stores reveal with high fidelity the changing dietary patterns of the various regions of the country. In localities where

most of the agricultural energy has been devoted to the production of inedible staples such as cotton and tobacco, the food pattern is clearly reflected in the outgo of goods, while areas producing edible products show a completely reversed picture. Thus this virgin field of major social history lies before the historian as a challenge to meaningful scholarship.

Many other instances might be cited where the use of archives of small business would lead to the production of badly needed historical studies. It is not the purpose of this paper, however, to stray too far from the field of the records themselves. There are three important differences between the collection of impersonal business archives and family and personal papers. In most instances individuals owning personal records are apt to be highly sentimental about them and often attempt to hedge their use in such a restricted manner that they might actually become a liability rather than an asset to a public depository. Too, personal records are perhaps complete in a single collection, with no possibility of their becoming a contiguous collection over an extended period of future time. Finally, many worth while collections of manuscripts are in the hands of family descendants whose economic conditions are so insecure that they must sell their papers for a good price, or if they give them to an institution, they are unable to contribute to their future maintenance.

Practically none of the above factors apply to business archives. There is superficial fear, of course, of critical use by the objective historian of commercial records, but this is less common than objection by owners of private papers to their use because "they are too personal." It is possible to secure business archives without combating sentimental reluctance to let them go or accepting restrictions on their future use. There is a prospect of continuity in many business archives which gives them a real degree of expanding importance, and, at the same time, necessitates imaginative depository planning for their growth. Businesses, unlike individual owners of papers, perhaps can be enticed into giving some slight assistance in future costs for arrangement and maintenance of their archives.

Thus far the discussion of business archives has been of the nature and possible use of records. Perhaps it would be well to turn for a moment to some comment on what specific businesses offer archivists and historians a valid historical return for their efforts. It will be necessary to mention only a few as examples of those which produce the kind of materials which should be collected.

Since the first white man undertook the serious business of exploiting the resources of this country, the timber industry has been basic to domestic economy. From Virginia to the great forests of the Northwest and the pine belts of the Gulf coastal regions, the lumber industry has flourished. No more exciting enterprise has ever been developed in this country, yet its history and its records lie uncollected and unwritten. A few unrelated accounts and much Bunyanesque material have appeared in sporadic works, but no serious attempt has been made to write the comprehensive history of American lumbering. Textile industries have flourished from the colonial New England firesides to the large corporate mills supplying fabric to the modern tire companies, yet there is practically no connected history of this indutry, and nowhere is there available any large coherent body of archival material. Carriage and implement factories have prospered, but their history is scattered and obscure. The packing industry, especially that in the Ohio Valley, is without an archivist and a historian. The numerous boatyards which set afloat the romantic fleets of steamboats have passed into oblivion, and their remaining records are scattered, if they are still in existence. Many iron mines and other extractive industries are neglected. To date no significant account has been written of the great coal industry. In the western mining areas, much of the spectacular personal history of mining for precious metals has been told by contemporaries who took part in this fabulous period of national expansion, but much of the manuscript material of the broader and more significant phases of this industry lie untouched and uncollected.

There are countless other materials which may be included in this brief survey of business records. Those of medicine companies, tanneries, fisheries and canneries, stone quarries, potteries, local railway companies, fertilizer and oil factories, feed mills, mail order houses, local wholesalers, distilleries, breweries, shoe factories, foundries, cabinet makers, and scores of others offer much manuscript material which is highly pertinent to economic and social historical writing and interpretation. Rapidly many smaller organizations are being absorbed by big business, and because they assume new relationships in their operation, their records of the past are considered as of no importance and are often left behind with outmoded plants and equipment. Because no one has emphasized the importance of keeping these papers intact they have been considered as so much rubbish.

The future use of business records and the writing of economic

history will depend upon several factors. Records will have to be collected in satisfactory depositories before they can be made readily available. But collection is only one vital step. Perhaps the first effort should be made in planning adequate housing. Then there is the matter of intelligent care for archives after they are assembled. It seems that this requires a specific type of archival training and interest which can comprehend the full historical meaning of records as well as their proper classification.

Depository planning will require the co-operation of business men, historians and librarians. If individual libraries are not adequately equipped to handle the records of a significant number of small businesses it might be just as well that they not undertake the task of collecting them on a small and miscellaneous scale. There are, no doubt, many drawbacks to regional depositories for many types of research materials, but it seems that this kind of depository is ideally suited to the preservation of commercial papers. Overhead costs could be kept low and distributed in such a way as to make it possible for the collection and housing of materials which would otherwise be too expensive to be undertaken by a single institution. Such an organized effort would insure the preservation of many future records.

One fact must be kept in mind in thinking about this type of archives: like the institutions which they represent, they bear a close relationship with other businesses, and it is this factor which is often of the greatest importance. The writing of the history of a single business can be a worthy undertaking, but often it falls into the miry rut of serving vanity for vanity's sake. A broad study of small businesses and their relationships to larger ones and to the population of the country will give real historical meaning to the nation's economic progress. Historians with broad perspective and infinite patience will find a reward in exploiting this field. A few of them have already convinced business men that history can be a definite economic asset. Some librarians and archivists have likewise proved to them that it is a wise thing to make their records available in organized depositories. There has never been a time when business records could be had with more ease than at present, and it is safe to assume that more of the older records are awaiting collection now than will be available at the end of the next decade.

From the Microphotographer's Mail

By DANIEL F. NOLL

The National Archives

QUESTION. In your paper on the legal status of microphotographic records presented at the 1947 meeting of the Society of American Archivists and published in the July 1948 issue of *The Journal of Accountancy,* you did not mention possible difficulties in admitting microphotographs in evidence when the genuineness of the original record or of a signature was questioned. Was this an oversight?

Answer. No copy of a record, microphotograph or other type, is quite as satisfactory as the original record. Some tests for authenticity possible with a paper record can not be applied to the microfilm version. Watermarks on papers can not be compared, inks in signatures can not be analyzed, and at least some of the proofs of forgery possible with paper records can not be established from the microphotograph.

The discussion, however, was intended to cover questions that had actually arisen in the courts. An extensive search by counsel for several Government agencies, as well as my own studies, failed to reveal citations to cases involving these hypothetical problems. We can not infer from this absence of citations that courts have not ruled adversely on the admissibility of microphotographs, as the cases are not likely to be cited unless the ruling was contested. It is entirely possible that a Federal court, in spite of the fact that a Federal statute provides that microphotographs of Federal government records shall have the same force and effects as originals, might refuse to admit in evidence a microfilm copy of a cancelled check or bond if forgery of one of the signatures was claimed. In theory, there is a distinction between the *admissibility* and the *weight* of the evidence. In practice, however, the courts are not always able to draw the line sharply between them. A court may refuse to admit a document in evidence because it might have little or no weight. Refused the admission of such evidence, counsel might have a basis for an appeal under the statute; but an appeal would be unlikely if he recognized that the microphotograph as proof of forgery might carry insufficient weight to win his case.

The adequacy of any microphotograph as evidence will depend largely on what facts are to be proved by it. In U. S. vs. Manton, the court admitted in evidence a microphotograph of a check made as it passed through the transit department of a bank. The court was careful to say that as *proof of payment* the microphotograph constituted primary evidence. It might very well have

taken a very different view, if forgery of one of the signatures had been at issue.

The possibility that microphotographs may not be of much value in proving the authenticity of questioned documents or signatures, however, is not a serious obstacle to the use of microfilm. Banks that eliminate the necessity for listing manually millions of checks daily will not discontinue microphotography because of a possible legal disadvantage. If microfilm is used to reduce the space required for the storage of non-current records, the cost of this space must be compared with the financial loss sustained through inability to prove the authenticity of a signature in an occasional forgery case. It is the function of management, rather than the legal staff, to assess the economy of microphotographic methods and to act on the basis of the calculated risk.

Question. Our state is considering legislation to prescribe the conditions under which the paper records of state and local government agencies may be destroyed after they have been microphotographed. One of the standards promulgated by the National Archives Council, governing the records of Federal agencies, reads as follows:

> The records shall be microphotographed *in such order* that the integrity of the files shall be preserved. (Emphasis supplied.)

What is meant by the phrase "integrity of the files"? Is the sequence of the microphotographic images its sole criterion? Would you recommend this phraseology in our state legislation?

Answer. By "integrity of the files" we probably mean that the records are so arranged and identified that the records will serve the purpose for which they were created or are maintained. In the case of paper records, order or arrangement is probably the most essential ingredient of file integrity. We may not always be able to go directly to a specific document without first consulting an index. Copies of deeds and mortgages, for example, are usually filed in the chronological sequence in which they were recorded. To trace a chain of title, this sequence is virtually useless. An index by name of grantor, grantee, or lot or parcel of land must first be consulted.

In the case of microfilm records, provision must be made to overcome some of the basic differences between the more familiar paper records and this newer microfilm medium for keeping records. Order is no longer the sole criterion. Black-and-white photography, for example, may not clearly reflect all details of record significance. In accounting records the meaning of red-ink entries may be lost unless these credit entries are indicated by asterisks or other conventional symbols. The significance of papers attached to each other by means of staples may be lost when microphotographic images of these records appear one after another on a ribbon of film. The original scale of an engineering drawing may be hard to determine, unless some method of indicating the degree of reduction is provided on the film copy. Any good standard of microphotographic quality should include some specification as to legibility. Legibility of the paper record may be taken for granted; but, when a microfilm copy is the

result of 17 to 35 reductions, the ability to read or reproduce the record can no longer be assumed to be completely automatic.

The authors of statutes or regulations will always be plagued by such practical problems and by the possible use of the same word in more than one sense. Many states have passed legislation closely following the wording of the Federal statute which contains this clause:

> Sec. 13 . . . microphotographs made in compliance . . . with this Act shall have the same force and effect as the *originals* thereof would have and shall be treated as *originals* for the purpose of their admissibility in evidence. . . . (Emphasis supplied)

Does this mean an *original* in the photographer's sense of the material placed in front of the camera, or does the statute imply that a *microphotograph* of a carbon copy acquires evidential status that the *carbon copy* itself might not have enjoyed? Obviously, confusion might be avoided by substituting "records photographed" for "originals."

The author of a standard of microphotographic quality must choose between a short, but possibly vague, statement and a longer, more detailed specification. The present brief standard of the National Archives Council would probably be improved by the omission of the phrase "in such order," placing the main reliance on the words "integrity of the files." For those who prefer the more detailed type of specification, the following are suggested:

a. The microphotographs shall be so arranged, identified, and indexed that the integrity of the files shall be preserved.
b. Provision shall be made that any feature of record significance, not clearly reflected by photography, shall be recognizable to a degree consistent with probable future reference needs.
c. The rolls of microfilm shall be so indexed that an individual document or any component of the file may be located with reasonable facility.
d. The microphotographic images shall be of such quality that any individual image may be enlarged to the size of the original record without loss of significant record detail.

The above specifications might be criticized on the ground that they are weakened by such phrases as "recognizable to a degree consistent with probable future reference needs," "located with reasonable facility," and "enlarged . . . without loss of significant record detail." These phrases are included here, however, because of experiences with specific problems that required such latitude in interpretation. Records are sometimes created for one purpose, but may be retained for quite a different reason. The presence of a few unidentified red-ink entries might not be objectionable, if the records were retained for reasons unrelated to accounting or auditing. Even where accounting or auditing is involved and red-ink entries are not specifically identified, the risk of difficulties from this source may have to be weighed against the cost of keeping the paper records indefinitely. Reasonable facility in locating a record can only

be defined in terms of probable future reference needs, as it would be poor management to spend many man-months in perfecting the arrangement of the paper files before microfilming them, if the future searches were likely to involve only a few man-hours per year. Legibility of all the entries on a microphotograph is not essential unless the record is being retained for the sake of those entries. The fine print on a redeemed bond, for example, is not significant record detail. The detailed entries on a weather chart may not all have to be legible, if the isobars summarizing the data are legible in the microfilm copies. The number of weather observations may be so great that it would be impossible to re-compute them. If the charts are likely to be useful only for the summations they contain, perfection in the legibility of the detailed postings is not essential to future reference needs. Any standard of microphotographic quality must be sufficiently flexible to meet just such practical considerations.

Question. In the War Department manual on microfilming records, the use of flash-index points at intervals of approximately every 25 feet of film was recommended. Does not this unnecessarily increase the cost of microfilming records?

Answer. The flash-indexing system was originally adopted for rolls of 16 mm film containing copies of approximately 3000 letter-size pages. Such a roll of film, therefore, represented about three quarters of a standard file drawer of paper records. The flash-index points are the equivalent of six file guides per drawer, or about one guide for every 750 sheets of paper. A single roll of film may also contain 4000 or more copies of index cards or checks. On microfilm, this would mean one flash-index point for every 1000 cards or checks. According to one competent authority, an active index file should have a guide for every 25 to 35 cards. The requirements of inactive and active files can not easily be compared, but certainly some method of localizing a search on microfilm is desirable.

When only 800 engineering drawings are photographed on 100 feet of 35 mm microfilm, three index points per roll might be excessive. An entire roll of 35 mm film contains about as many exposures as 25 feet of 16 mm film. It is probably significant, however, that the General Electric Company's procedures for microfilming engineering drawings call for twice as many index points per roll as those suggested in the War Department manual.

The flash-index points were also found to be useful in providing a random-sample check on the accuracy of the file arrangement and on the ability of the camera operator to follow simple instructions. When names like Zilch appear at index points on a roll of film that is supposed to contain nothing but Brown's, it probably means that the cameras had better be stopped until more work has been done on the original files. On more than one occasion, however, the camera operator executed, and the supervisor countersigned, indexing reports that contained equally obvious errors. Anyone who has had the responsibility for the product of a few cameras will appreciate the need for some such sampling of file accuracy and of the operating personnel's performance.

Question. Do any states have laws that specifically mention microphotographs as primary evidence of the recordation of a deed or mortgage?

Answer. Most states have laws establishing the evidential status of a photostat copy of conveyances and encumbrances made by the responsible county officer. Some of these statutes are broadly enough worded to include a microphotographic copy. In one state, however, the attorney-general has ruled that other provisions of such a statute requiring the binding of the copies in a book would prohibit the extension of the statute to include rolls of microfilm.

This difficulty has been overcome in a recent Maryland statute covering the recordation of instruments in Baltimore County only. In this county, we understand, the hour and date the instruments are microphotographed are considered the official time of recordation and the microphotograph is the official copy for the purposes of evidence. The instruments, however, are retained long enough to make photostat copies for the public reference libers. The following extract is taken from the Laws of Maryland, 1947, Chapter 369:

> 123 C . . . the term "recording" shall be construed to include the reproduction of instruments by microphotography. . . . In addition to the conventional recording processes now authorized . . . the Clerk of the Court is hereby authorized to preserve and keep such records, including those recorded prior or subsequent thereto . . . by an approved microphotography process. If the recording is by microphotography, the recording clerk must endorse on the instrument a certificate stating the hour, day, month, and year when it was recorded, and the serial number or other such designation as will permit easy reference to the record of such instrument. He shall also make an appropriate entry in the general alphabetical index. . . . The clerk shall provide such filing equipment for the preservation of the film as he deems appropriate. He may, in his discretion, record in consecutive order the instruments received by him and shall not be required to segregate mortgages from deeds and other classes of instruments.

Question. I am one of a group of veterans planning to establish a microfilming service business. One of our major projects is to microfilm for a private abstract and title firm all the mortgages and deeds in the county court house. The County Clerk, however, has indicated that he will not permit us to do this. Have there been any court decisions on this point?

Answer. This question probably could be best answered by an attorney practicing in your state. The right to make copies of public records is usually regulated by a state statute. The right of an individual to consult or copy any particular record in which he has a personal interest is seldom questioned. Special legislation, however, frequently prescribes the conditions under which an abstractor or insuror of titles shall have access to large quantities of such records for the purposes of private gain. If repeated frequently, the wholesale copying of records, page by page and volume by volume, might subject the records to abnormal wear and tear. In the past, manual methods of copying have been so costly that extensive projects have rarely been undertaken. With the advent of microphotography, however, the ease and accuracy of the process

might readily lead to a number of requests to permit operation of microfilm cameras in the County Clerk's office.

Probably the leading case on this question is *Tobin vs. Knaggs* (1937; Tex. Civ. App.) 107 S. W. (2d) 677. In this case Knaggs, the Clerk of La Salle County, Texas, had denied Tobin the right to operate a camera in the county clerk's office. In hearings before the County Court, Knaggs argued that it might injure the county records, increase the fire hazard, and inconvenience or interfere with the operations of his office. The trial court found that the laws of Texas did not require a person seeking access to the public records to prove a personal interest in a specific record, before a copy could be made. The County Clerk, in testimony, admitted that he would have no objection to anyone copying records with a typewriter, quill pen, or other method, so long as photography was not employed. The trial judge sustained the Clerk's ruling on the ground that the speed and accuracy of the camera might result in "moving the County Clerk's office over-night" to some central point for the commercial purpose of furnishing copies at less expense than the fees charged by the County Clerk, thus reducing the emoluments of that office.

Tobin appealed to a higher court and, in reversing the decision of the County Court, Justice Smith of the Texas Court of Civil Appeals said, in part:

> The record shows . . . that the appellant's method (microphotography) does not injure the records . . . that it does not inconvenience or interrupt the Clerk's office, and that it is probably less objectionable . . . than is the present universal method of copying records upon typewriters. By these methods . . . every possible objection against the use of the appellant's process was met and eliminated from this case.
>
> The trial court found, and based his judgment solely on the finding, that . . . the appellant's method of copying is accurate — infallible — and therefore would enable appellant to sell said copies and thereby . . . reduce the number of copies sold by the Clerk. . . . We are therefore of the opinion that those facts afford no possible legal ground for denying the applicant . . . a right so plainly . . . given to him and every other citizen of the state. The office of County Clerk was not created . . . for the purpose of raising revenues. . . . It is a purely public office, open alike at all times, and upon the same terms, to all members of the public, subject to such reasonable rules and regulations as may be imposed, in good faith, by the Clerk. . . .

It will be noted that this case might have been decided quite differently in another state where the statutes limit access to the public records to those who have personal interest in a specific record, or if the county clerk had not conceded that the operation of a microphotographic camera was unlikely to damage the records or interfere with the normal functions of his office. Litigation, however, is likely to be more costly than other means of overcoming real or fancied objections of county officials. A deputy may be paid to see that no damage is done to the records; a positive film print may be donated to the county; or the microphotographer may agree in writing to make his master negative available to the county for reproduction purposes, in the event that the original paper records are destroyed or damaged by fire, flood, or any other cause.

Records of the American School of Classical Studies at Athens

By OSCAR BRONEER

Acting Director
American School of Classical
Studies at Athens

THE American School of Classical Studies at Athens is one outpost of American scholarship; one might call it one of the outworks in the farflung line of defense of American democracy. As such it has operated since its foundation in 1882. Its primary purpose was to prepare Greek scholars for a more fruitful career as teachers of the Classics, by taking them to drink at the fountainhead of classical learning on Greek soil. But from its very beginning it has placed much emphasis on research, and has thus become a center of classical studies in a wider sense of the word.

The School is an intercollegiate institution. Sixty American colleges and institutions contribute toward its support and send representatives to serve on its Managing Committee. This constitutes the governing body of the institution, electing from its number the members of the Executive Committee and other Committees, makes all the appointments and controls the administrative affairs of the School. The finances are in the hands of a Board of Trustees which is a self-perpetuating body in whose name the School was incorporated under the laws of Massachusetts in 1881.

Its two libraries, the Gennadeion and the main archaeological library, together contain about 45,000 bound volumes of books and periodicals. The Gennadeion, which is open to the public, specializes in books on the postclassical history of Greece, while the other constitutes the working archaeological library used by the members of the School. Neither the libraries nor the other properties of the School suffered any appreciable losses during World War II, when the buildings served as headquarters for the Swedish-Swiss Relief Commission operating under the auspices of the International Red Cross.

I have before me a copy of the *Sixty-Sixth Annual Report* of the School for the year 1946-1947 comprising 62 pages and 7 pages of

illustrations. It contains a brief but fairly complete record of the year's work. There are lists of officers and members of its governing bodies, the Managing Committee and Board of Trustees, of the staff and members of the School, of the various committees set up by the two boards, and of the names of the co-operating institutions and of their representatives who constitute the Managing Committee. The main body of the publication consists of reports by the officers and chief members of the staff, of the chairmen to the committees, and a financial statement of the Treasurer, in all 12 separate reports filling 50 printed pages.

For the purpose of permanent records these annual reports are the most important, since they cover every phase of the School's work both in Greece and America. Moreover, a complete set exists in printed form for the entire period of the School's history.

Other documents relating to the activities of the School are the letter files, especially the correspondence between the Director and the Chairman of the Managing Committee; monthly reports by the Director and other officers in Greece; the scientific publications; and histories compiled and published from time to time.

The letter files are fairly complete for the last twenty years, but the earlier correspondence is not all in existence. Frequent changes in administration and lack of systematic handling of the files due to inadequacy of staff makes this category of records difficult to use as well as incomplete.

The *monthly reports by the Director* includes separate reports by the field directors, sometimes issued semimonthly, statements by the Librarian of the Gennadeion Library and the Librarian of the Archaeological Library, the Bursar's monthly accounts, etc. These reports, which are mimeographed and distributed to the members of the Managing Committee, cover all the important activities of of the School, and thus constitute a month by month history of the institution. Unfortunately they are not available for the whole period of the School's existence. Weekly or semimonthly reports of the archaeological excavations were inaugurated in 1931 when the excavations in the Athenian Agora were begun. The Director's monthly reports cover only the last few years.

The *scientific publications* deal chiefly with the results of the excavations carried on by the School but include also other projects undertaken by members of the staff. The list of books published by the School includes 35 separate titles, 15 of which have to do with the School's excavations at Corinth, begun in 1896. Five *Bulletins*

of the School were published between 1883 and 1902, and six volumes of *Papers* appeared in 1882-1897. Some of these were republished in the *American Journal of Archaeology*. Other journals, both American and foreign, contain articles contributed by the members and staff of the School.

In 1932 the School began publishing its own quarterly Journal, the *Hesperia*. Sixteen annual volumes and seven supplements have appeared to date, and also a separate volume of indices covering the first ten volumes and six supplements of the series.

Three comprehensive histories of the School have been published since its beginning. The first, written by the then Chairman of the Managing Committee, Professor Thomas D. Seymour, bears the title *The First Twenty Years of the American School of Classical Studies at Athens*. It appeared as No. V of the Bulletins of the School, printed at the Norwood Press, Norwood, Mass., 1902.

A second account by Professor Harold North Fowler dealing with the first forty years of the School's history appeared in *Art and Archaeology*, Vol. XIV, October 1922, pp. 171-260. This was written for a wider circle of readers as a means of creating interest in archaeological endeavor.

Finally in 1947 appeared *A History of the American School of Classical Studies at Athens 1882-1942*, by Louis E. Lord, the present Chairman of the Managing Committee, published for the American School of Classical Studies by the Harvard University Press, Cambridge, Massachusetts. It contains 417 pages of text and fifty pages of illustrations. This constitutes a detailed account of the School's work in all its phases and gives a complete list of the officers and members of the School throughout sixty years of its history. It is a remarkable historical document of an institution which, though little known to the larger American public, has attained a place of first rank among Foreign Schools in Greece as a Center of archaeological research. Throughout its history it has been a powerful instrument in fostering scientific co-operation and international good will.

Hawaii Territorial Archives in the War

By MAUDE JONES

Public Archives
Territory of Hawaii

WHILE Hawaii was the first United States territory to be attacked in World War II, it was a miracle that none of its government records were harmed. The Territorial Archives, or Public Archives as it is officially named, is a T-shaped concrete building, the only structure other than Iolani Palace standing in the Palace grounds prior to the outbreak of the war, but by the middle of 1942 a full crop of emergency wooden buildings had sprung up and still thrives there.

Pre-War Period. How to protect the archives in the event of an enemy attack? This was the momentous problem under discussion by the employees of the Public Archives as early as the summer of 1940. By the first part of 1941 many of the more valuable documents had been microfilmed and the copies stored elsewhere. These included such irreplaceable items as the *Mahele Book*, which contains the original land grants of 1848; and its companion the *Minutes of the Commission to Quiet Land Titles*; without doubt the two most valuable books in the whole territory. In March, 1941, the problem of proper protection was laid before certain government officers, but, as they refused to consider the possibility of an enemy attack, the Archivist decided to take what steps she could for the protection of the government records in her custody, and a plan was worked out for the evacuation of certain of these records in case of such emergency.

A government-owned building, situated out of the city proper and away from all utility plants was selected. This was the chapel in the grounds of the Royal Mausoleum in Nuuanu Valley. It was not until after December 7 that I recalled the fact that in 1843 when Lord George Paulet forced the cession of the Islands to Great Britain, the Minister for Foreign Relations had concealed the government papers in the Royal Tomb then standing in the Palace grounds. So does history repeat itself!

A careful survey was made to determine which records should

be evacuated and which moved into the basement for better protection. All duplicate files housed in the basement were transferred to the tables in the newspaper alcove, thus giving space for the metal filing cases that would be too cumbersome for emergency transportation. Each clerk was made responsible for the evacuation of specific files and drilled in his duties. Orders were issued that, in case of an alarm, the assistants were to report for duty at once, and those owning automobiles were to park them ready for loading the records.

In October 1941 the procedure for the use of the ships' passenger manifests and immigration records was changed. Applicants were no longer allowed to use even the photostatic copies but were asked to give the names of the person and ship to the clerk who then searched the records. Only employees of the Archives and properly identified government agents were allowed to consult these lists. A strict check was kept of the names and addresses of all persons seeking information from these records, regardless of whether or not they desired certificates. The Archives issues certificates of arrivals and/or departures of individuals as entered on such lists.

Extra precautions were taken at closing time to make certain that all windows were properly locked and the master electric switch turned off.

Considerable tension was felt by the employees especially during the six days directly preceding the attack on Pearl Harbor. Possibility of war with Japan was freely discussed.

Following is an excerpt from the report of the Archivist to the Governor of Hawaii for the year ending June 30, 1941:

> A preliminary survey has been made of a possible refuge for the records in case of war and a plan is now under consideration which should make the removal of the records to such a place of safety a not too difficult task.
>
> How efficiently the members of the archives staff function was demonstrated on a small scale recently in moving files when linoleum was laid on the floors, and in preparation of the vault for fumigation. Every one had his own particular place and the entire force worked together with almost mechanical coordination.

December 7, 1941, and after. Aroused by the noise of low-zooming planes and crack of guns, I tuned the radio to police broadcast and heard that Oahu was under attack by the Japanese. It was a matter of minutes only before I was on my way to the Archives. Once there, I telephoned the employees to report for duty. None of them had realized that anything more than maneuvers was tak-

ing place. The work of preparing the valuable records for evacuation was under way by the time the clerks reported, and by ten o'clock we had everything ready. There was no confusion, and all went about their duties calmly and earnestly.

When I first reached the office, while the attack was still on, there was no one around the Palace grounds, but the constant din of firing, roar of planes, and screech of sirens from ambulances, fire trucks and police cars, was deafening. By noontime, the grounds were crowded with hundreds of vehicles of every description, assembled, awaiting orders to transport defense workers to Pearl Harbor. Throngs of people, garbed in every kind of clothing, milled around. Stunned by the sudden attack, they had gravitated to the capitol, not knowing what to do or where else to go. On learning that the Office of Civilian Defense was being organized (under the Hawaii Defense Act), we asked for orders but were told there were none, so all we could do was to stand-by, ready for whatever might come. After several futile attempts, a guard was finally secured for duty in front of the Archives building. One of the main concerns was for the safety of the Japanese immigration records in our custody.

As other government bureaus learned that the Archives was open, they began asking for information from legislative files, laws, governors' correspondence, immigration and naturalization records. Copies of the Hawaii Defense Act were in most demand.

From December 7th through the 20th the Archives was never closed. The Archivist and two assistants remained on duty day and night while the other employees alternated. No one knew what might happen.

At eight o'clock on Monday morning, December 8th, all who could type were set to work indexing the Japanese names from the ships' manifests and immigration records. This seemed to be the work that would be of most benefit, as these were the only available records of arrivals and departures of Japanese prior to June 14, 1900. This indexing was completed with a total of 100,000 cards. All indexing of records not essential to the war effort was stopped. Newspapers and magazines were carefully checked and items pertaining to, or leading up to the war were indexed. General Orders of the Military Governor and Hawaii Defense Act Rules were indexed by number and subject and filed in duplicate.

The guards were ordered to allow no one to enter the building until such person might be properly identified. This caused some amusing incidents, especially when a former governor of Hawaii

was held at bayonet's point until word was given to pass him. The volunteer guardsmen were for the most part Hawaiian boys from the country districts. Many of them had never before handled a gun and, as one of my assistants was an ex-R.O.T.C. officer, he drilled each new guard in the use of rifle and bayonet. One morning as the guard was being relieved, I noticed something wiggling in the blouse of the boy going off duty; closer scrutiny showed that he had a tiny tabby kitten tucked into his shirt to keep it warm. He was taking it back to barracks to care for it. Another lad, fresh from untrodden country ways, stood guard all day minus his shoes, because, as he expressed it, "Auwe, they peench."

A soup kitchen was started in the basement of Iolani Palace by volunteer workers headed by two of Honolulu's best-known characters, Agnes Makaiwi, veteran lei vender, and P. Y. Chong, famous Chinese restauranter. During a noon-hour air raid alarm, Agnes refused to leave the kitchen and P. Y. Chong sauntered out, apron clad, bowl of soup and chopsticks in hand, squatted down under an oleander shrub and calmly proceeded to finish his lunch, undisturbed by orders of guards or M. P.'s. The hot coffee and soup furnished by these two, day and night in spite of blackout, did much to keep up our morale during the long hours of vigil and work. Later a regular canteen was established under the OCD.

Office of Civilian Defense and other government passes were issued to all archives personnel; special Police Identification cards were issued to the Archivist and two archives clerks. Careful instructions were given on duties in case of air raids and were carried out without confusion or loss of time when the sirens sounded. Special file boxes were made for the card records of residents of Hawaii who served in the first World War.

The Archivist discussed with the staff members the problems which might confront them both at work and at home, stressing the need for economy, quelling rumors, and obedience to all orders. As the General Orders and Hawaii Defense Act Rules were issued, these were explained in detail and the employees asked to help in seeing that members of their families and neighbors understood them. Staff members were detailed to attend lectures on the use of gas masks, bomb demolition and fire fighting. They in turn instructed their fellow workers.

In spite of the high wages offered on defense projects, none of the employees left the Archives. None were eligible for military service but the majority joined civilian defense units. I can state with pride that I have yet to see more calm, loyal and efficient work-

ers than the archives group. Never once did I hear a complaint. They always managed to find something to laugh over, and from filling sandbags and hefting loads of heavy volumes to doing research by flashlight they went about their work with cheerful efficiency.

At the outbreak of the war the Archives, long since filled to overflowing, became the recipient of numberless valuable government and private records. People seemed to attach to the archives a supernatural power for housing and protecting records under any and all conditions. It was not out of the ordinary to have a truck drive up and, without warning, dump a load of unsegregated documents in the entryway.

Gradually we settled back into routine. The Archives became a general information bureau as well as a place of research. The war period was the busiest in the life of the archives. Men and women serving with the armed forces spent many hours in study and in reading Hawaii's history.

From December 8th on, the numbers of Japanese seeking proof of Hawaiian residence or birth increased greatly. Other nationalities sought aid in proving their birth or citizenship under the monarchy or republic. The work was heavy, and we were undermanned.

Reorganization was necessary. The work had changed in nature and had to be reassigned. The two Archives Clerks were reclassified to higher grades, one assuming the duties of administrative clerk in addition to his other work. These reassignments released the Archivist to meet the many demands for special research, reports, compilations and bibliographies. There were many calls for confidential work with the Attorney General and Military Government officers. One of the typists was transferred to the Office of Civilian Defense for the duration.

Every effort has been, and still is, exerted to keep track of records in any way bearing on Hawaii's part in the war. A city-wide search was made for certain records kept during the first World War. Most of these have been located and transferred to the Archives. Newspaper files for ten years preceding December 1941 were rechecked and all items that had any bearing on Japan's policy in the Pacific and to the establishment of air bases indexed. A record was kept of war casualties of persons from Hawaii.

The newly established *Legislative Reference Bureau* and *War Records Depository* had to depend on the Archives for unlimited assistance. The offices of the Governor, the Secretary of Hawaii, the Attorney General, the Employees' Retirement System and members of the legislature depended on us to furnish required data on

diverse subjects. The Provost Marshal's office, Central Identification Bureau, Federal Bureau of Investigation and United States Naturalization and Immigration Service depended on us to trace names of individuals showing proof of Hawaiian birth or date and age at time of arrival at Honolulu; whether naturalized subjects; whether name had been changed; if so, why; and other information including personal knowledge. These and other Federal agencies requested information on legislation and laws relating to naturalization, Special Rights of Citizenship, and Letters Patent of Denization.

In some instances Federal agents wanted all available material on the formation of the Provisional Government, the Constitution of 1894 and Republic of Hawaii and the events leading to annexation and framing of the Organic Act. Again they wanted all available data on titles to certain lands, or to some Pacific island. Such requests had to be traced from the original grant, or annexation in case of an island, down to the present day. Much of this work had to be done by flashlight due to the blackout, and such material was usually wanted in a hurry.

Details of the work done for and with the Territorial departments would fill many tomes. The Archives is the depository for current as well as back government files.

During the war years there were only eight persons in the employ of the archives. Of these one was on sick leave for a year, one temporarily loaned and one transferred to the Office of Civilian Defense.

Since the cessation of hostilities the records of the special war agencies organized under the Hawaii Defense Act, have been deposited in the Archives. These include the Office of Civilian Defense with all of its many branches; Food Control, Liquor Control and others.

The only agency whose records were not transferred to us was the Personal Identification Bureau, which, by an act of the last legislature, has been reactivated under the direction of the Territorial Attorney General.

While the part of the Public Archives of Hawaii in World War Two was a small one it nevertheless was an important one. Today the work done during the war years is proving its worth. The demands are so heavy that it is all but impossible for us to meet them with our limited personnel and more than limited space. We sincerely feel that our small contribution to the war effort was of value. In spite of shortage of help and lack of space, we still follow the old Hawaii cry, "Imua a Lanakila!" Onward to victory!

The Society of American Archivists

REPORTS FOR THE YEAR 1947-48

MINUTES OF THE BUSINESS MEETING

October 27, 1948

The Society convened in its annual business meeting at the Hotel Sir Walter, Raleigh, North Carolina, at 9 P. M., October 27, 1948, approximately ninety members attending.

The minutes of the previous business meeting, as published in THE AMERICAN ARCHIVIST, January, 1948, pp. 50-52, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

At this point the president called on Dr. Solon J. Buck, who expressed on behalf of the Society its deep appreciation for the services of Margaret C. Norton as editor and presented her with an orchid.

The report of the treasurer was read; she pointed out that the past year was the first in the Society's history in which expenditures were greater than income. Miss Frances T. Bourne, a member of the Auditing Committee, made its report, which, with the treasurer's report, was accepted and ordered to be placed on file.

The secretary announced that invitations for the thirteenth annual meeting of the Society in 1949 had been received from the Provincial Archives of Quebec, Canada; the New York State Library; the Maryland Hall of Records, Annapolis; and the Oregon State Archives, Salem, to meet in Portland.

Voted, to approve the report of the Resolutions Committee, presented by the chairman, Mr. David C. Duniway:

Recognizing that no convention such as this can be a success without the aid of many persons:

Be it *Resolved,* that the president and the secretary of the Society of American Archivists express the Society's appreciation,

First, to Governor and Mrs. Cherry for the hospitality of the Executive Mansion;

Second, to the Program Committee of the Society of American Archivists under Chairman William J. Van Schreeven and of the American Association for State and Local History under W. Edwin Hemphill, whose co-operative efforts have resulted in such a well integrated presentation of interest to all of us;

Third, to the Committee on Local Arrangements under D. L. Corbitt, chairman, and the members of the staff of the State Department of Archives and History, who have made the basic arrangements for our comfort and convenience;

Fourth, to our hosts of tomorrow, Duke University and the University of North Carolina, and the committees responsible for local arrangements there, for which W. B. Hamilton is chairman at Duke University, and A. R. Newsome is chairman at the University of North Carolina;

Fifth, to the management and staff of the Hotel Sir Walter for having rendered the fullest cooperation.

The report of the Nominating Committee was read by Mrs. Virginia Leddy Gambrell, chairman, who presented the following slate: for president, Christopher Crittenden; for vice-president, Herbert A. Kellar; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1953, Dorothy K. Taylor. There being no nomination from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

The remaining council members continue to hold office for the following periods: Howard H. Peckham, one year ending 1949; Oliver W. Holmes, two years ending 1950; Ernst Posner, three years ending 1951; Karl L. Trever, four years ending 1952.

Mr. A. R. Newsome spoke as follows:

On August 11, 1948, this society lost by death one of its charter members and a faithful worker in the cause of archives and history. All of us knew, respected, and liked Theodore C. Pease. As professor of history, as author, and as first editor of THE AMERICAN ARCHIVIST, he did much to further historical work and to create that understanding among scholars, archivists, and librarians which promotes useful and fruitful research. Mr. President, I suggest that, instead of passing a formal resolution, we show our respect to Dr. Pease by standing a moment to honor his memory.

Following a minute of silence, the meeting adjourned at 9:40 P. M.

LESTER J. CAPPON, *Secretary*

SPECIAL BUSINESS MEETING

October 29, 1948

A special business meeting of the Society of American Archivists was called at the Hotel Sir Walter, Raleigh, North Carolina, at 2:40 P. M., immediately following the luncheon session to consider the matter of financial support of the International Council on Archives by the Society, as outlined in the address of Mr. Herbert O. Brayer, secretary-general of the ICA. Mr. Oliver W. Holmes, chairman of the Society's Committee on International Relations, offered the following motion which was carried:

Voted, that it is the consensus of this body that the American contribution to the International Council on Archives should be not less than $500 per year for the next two years, 1949 and 1950; that of this amount for 1949 the Society should contribute $250 from its funds, which amount the treasurer is authorized to disburse for this purpose; and that individual and institutional members be asked to provide the additional amount by voluntary contributions before January 1, 1949, which contributions the Society's Treasurer is authorized to receive and to pay over to the International Council on Archives.

The meeting adjourned at 2:50 P. M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

October 27, 1948

The Council met in the Hotel Sir Walter, Raleigh, North Carolina, at 3:30 P. M., October 27, 1948, the president, vice-president, secretary, treasurer, editor, and Oliver W. Holmes, Ernst Posner, and Karl L. Trever attending.

The secretary presented the names of certain applicants for membership, after which there was some discussion of qualifications for membership in terms of professional status of archivists and the indefinite meaning of that term in the United States.

Voted, to defer the problem of professional status in favor of discussion of the applicants for membership.

Voted, to elect to membership in the Society, the following qualified applicants: Purnendu Basu, Julia H. Behringer, Lucien Brault, Mrs. H. O. Brayer, The Rev. Henry J. Browne, Jacqueline Bull, Edith Cheney, Claude Corrivault, Gerald J. Davis, The Rev. James J. Fleischmann, Mrs. Foreman M. Hawes, Arthur W. Hodges, Edgar Langsdorf, Jean R. McNiece, Elizabeth W. Meade, Marshall D. Moody, Daniel F. Noll, James W. Patton, Estelle Rebec, Harry S. Reichenstein, Elisabeth Reu, Edward Graham Roberts, T. R. Schellenberg, and Elizabeth Frances Sharp; also American Jewish Historical Society, New York and Virginia Historical Society, Richmond.

The editor gave an informal report on THE AMERICAN ARCHIVIST. After the Banta Publishing Company terminated its contract with the Society, ending with the July 1948 issue, an arrangement was made with The Torch Press of Cedar Rapids, Iowa, for printing the October issue; no formal contract has been signed as yet. With printing costs still on the increase, the editor has tried to accommodate the number and length of articles to the maximum number of pages per issue allowed for the sake of economy. Because of the increase in number of members and subscribers, she recommended an increase in size of edition from 625 to 700 copies.

Miss Chatfield expressed the appreciation of the Council for the constructive work of Miss Norton as editor and hoped that the Society and Mr. Trever, who succeeds her as editor, might still have the benefit of her advice in editorial matters. On motion of Miss Chatfield,

Voted, that Miss Margaret C. Norton be elected honorary member of the Editorial Board.

Mr. Trever expressed his appreciation for election by the Council as editor. He reported on the Index to Vols. 1-10 of THE AMERICAN ARCHIVIST which will be completed by the end of 1948 for publication by the Society.

Voted, to elect William J. Van Schreeven a member of the Editorial Board for a term of four years ending 1952 to succeed Leon de Valinger, Jr., whose term has expired.

Voted, to elect Herbert E. Angel a member of the Editorial Board to fill the unexpired term of Karl L. Trever from April 1949 through 1950.

The meeting adjourned at 4:35 P. M., having agreed to reconvene the following day at 5 P. M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

October 28, 1948

The Council met in Gerrard Hall, University of North Carolina, Chapel Hill, at 5 P. M., October 28, 1948, the president, secretary, treasurer, editor and Dorothy K. Taylor, Oliver W. Holmes, Ernst Posner, and Karl L. Trever attending.

Various committees of the Society were discussed. It was agreed that the Society should withdraw from representation on the Microcard Committee organized and directed by Fremont Rider, and that the Society should revive its own Committee on Photographic Reproduction. The Council approved the president's proposal for appointment of a long-range planning committee.

Invitations for holding the thirteenth annual meeting at Quebec, Canada, Albany, N. Y., Annapolis, Md., and Portland, Oregon were considered. The secretary informed the Council that very probably the American Association for State and Local History would not meet jointly with this Society in 1949, since they desire to make a stronger appeal to local historical societies through their program and local arrangements.

Voted, to accept the invitation to hold the thirteenth annual meeting in Quebec, Canada, in 1949.

The meeting was suspended at 6 P. M. to reconvene shortly thereafter at the Carolina Inn, Chapel Hill, North Carolina.

The proposed budget for 1948-49 was discussed. In this connection Mr. Brayer reported on the organization of the International Council on Archives at Paris in June, 1948, and pointed out that, with the initial help of UNESCO, the ICA must depend upon financial support from member countries through their archives associations; that in view of the number of archivists in the United States and its wealth compared with that of European countries, we should provide a large proportion of the financial help for ICA, which was organized largely through American planning and effort; Mr. Holmes recommended that the Society of American Archivists provide $500 per year for 1949 and 1950 until the next meeting of the ICA is held. Mr. Posner suggested that another business meeting of the Society be called to seek the advice and support of the whole membership on this matter. It was agreed that with its present commitments the budget of the Society could not allow for the proposed allotment per year for ICA. On motion by Mr. Holmes,

Voted, that the Society at a special business meeting be informed of the following recommendation by the Council, *viz.*, that the American contribution to the International Council on Archives should be not less than $500 per year for the next two years, 1949 and 1950; that of this amount for 1949 the Society should contribute $250 from its funds, which amount the treasurer is authorized to disburse for this purpose; and that the individual and institutional members be asked to provide the additional amount by voluntary contributions before January 1, 1949, which contributions the Society's treasurer is authorized to receive and to pay over to the International Council on Archives.

Voted, that the proposed budget for 1948-49 be approved, subject to such modification as may be necessary as a result of action by the membership with respect to the International Council on Archives.

The meeting adjourned at 7 P. M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

October 29, 1948

The Council met at the North Carolina State Department of Archives and

History, Raleigh, October 29, 1948, at 12:15 P. M., the president, secretary, treasurer, editor, and Oliver W. Holmes, Howard H. Peckham, Ernst Posner, Karl L. Trever, and Herbert O. Brayer in lieu of Dorothy K. Taylor, attending.

The secretary read a letter dated October 25, 1948, which the president received from Verner W. Clapp, Acting Librarian of Congress, suggesting that the Society and the American Association for State and Local History set up a Joint Commission on Historical Manuscripts, to develop plans for compiling and publishing a union list of holdings of such material and making available up-to-date information concerning the current accessions of the same. Mr. Clapp "would welcome the appointment of a member of the staff of the Library of Congress on such a commission" and gave assurance that the Library would assist the Commission in every possible way.

Voted, that the Council express its interest in the proposal for the establishment of a Joint Commission on Historical Manuscripts by the Society and the American Association for State and Local History; that the Council consider the proposal further at a meeting to be called in Washington, D. C. in December, 1948; and that in the interim additional information be secured.

Mr. Peckham informed the Council that the American Association for State and Local History will hold its annual meeting in Burlington, Vermont, or vicinity in 1949 and suggested that we cooperate with the Association so that the Society's annual meeting will be held in Quebec immediately before or after, thus making attendance possible at both meetings.

After discussion of editorial policy and procedure,

Voted, that Karl L. Trever's term as editor extend from the July 1949 issue of THE AMERICAN ARCHIVIST through the October 1952 issue, and that he make other editorial appointments for the same term.

The meeting adjourned at 12:45 P. M.

LESTER J. CAPPON, *Secretary*

REPORT OF THE SECRETARY FOR THE YEAR 1947-48

It is most appropriate that the Society of American Archivists should meet in Raleigh where almost a half-century ago the ground work was laid for what was to become one of the leading state archives of our country. It is a privilege to enjoy again the company of our beloved Dr. R. D. W. Connor, past president of this Society and for many years the first secretary of the North Carolina Historical Commission and more recently its chairman. His work served as inspiration for archival and manuscript developments in many other states and the program in his own state was continued by Albert R. Newsome, our first president, and subsequently to date by President Crittenden. Coming from the "mountain" of Virginia into the "valley" of the Tar Heels and speaking in terms of our Society, I offer special tribute to North Carolina, "mother of presidents."

The program of this twelfth annual meeting is something of an experiment in its mixed fare of history and archives. We are happy to meet again in conjunction with the American Association for State and Local History. In order to share alike in scheduling the sessions, a joint committee of the two organi-

zations determined the time and place of meeting which were then approved by the respective councils; the chairmen of the program committees worked in close cooperation; and their objective, which was attained as nearly as could be expected, was to intersperse archival and historical sessions throughout the three-day period. I feel sure that everyone will want to stay for the entire program, if only because of the hospitality we are enjoying at Raleigh, Duke and Chapel Hill. This mingling with historians makes for good influence on the archivists. Although most of us have been trained initially in history, we need to resuscitate our historical roots from time to time lest our records lose their long-time value for lack of meaning and understanding by the custodian. Incidentally some aspects of this problem will be discussed at the joint session of this Society with the American Historical Association in December when Professor Louis C. Hunter will speak on "The Historians' Neglect of the National Archives."

The past year has brought commendable progress in several undertakings that represent cooperation of our Society with other organizations for common objectives. The Committee on Records Administration with Philip C. Brooks as chairman has completed a draft of a pamphlet on principles of records administration, designed to interest and guide officials of state, county and municipal government. The draft has been prepared in accordance with a plan drawn up some years ago, following a request made by the publications chief of the Public Administration Service of Chicago to Mr. Brooks. He points out that the sponsorship of that organization is important since it will provide not only the cost of publication but also its far reaching prestige and its circulation lists. "The pamphlet," reports Chairman Brooks, "is a statement of the essential elements in each step in the life history of records, from creation through current management and evaluation, through retirement by disposal or transfer to archival custody. It is not an operating manual, and could not be in view of the hope to interest an extensive audience composed mostly of non-specialists." It is his hope that in time the Committee can become a clearing house for developments in state and local records administration.[1]

The Committee on Institutional and Business Archives in conjunction with the Economic History Association has been concentrating its efforts on the formation of a proposed secretariat on records management in the field of business for both scholars and business firms. This has come to fruition in the establishment of the National Records Management Council in New York City. It was organized through the work of a committee appointed and partially financed by the Social Science Research Council and was incorporated as a non-profit, professional, educational, and service organization. The National Records Management Council, according to Emmett J. Leahy, chairman of our Committee, "serves for the benefit of scholarship and of public and private management in the inter-related fields of (1) the history of management and the agencies of management, (2) archival science, and (3) records management. In these three fields, the Council will sponsor a program of education, provide experienced counsel and expert assistance, and promote and

[1] For the text of this Report see below, p. 70.

assist in the establishment of record centers." The Council's objectives "are to insure that (1) the invaluable experience recorded in the essential core of modern records is preserved, (2) the records preserved are in an accessible and usable form, and (3) the experience recorded therein is organized, evaluated, and interpreted." The Council is engaged in several studies for private firms and for agencies of the United States government, notably the Atomic Energy Commission. Among the members of the Board of Directors of the Council are two members of our Committee on Institutional and Business Archives, Mr. Leahy and Professor Thomas Cochran.[2]

One of the major objectives of the Committee on International Relations since the close of the last war has been the establishment of an international archival organization. This was achieved in June, 1948, when at a meeting in Paris sponsored, financed, and managed by the United Nations Educational, Scientific, and Cultural Organization, the International Council on Archives was created. Mr. Oliver W. Holmes, chairman of our Society's Committee on International Relations, reports that this worthy accomplishment was the result chiefly of efforts by three members of the Society: Solon J. Buck, who represented us at the Paris meeting and who had vigorously sponsored the idea previously as Archivist of the United States; Luther H. Evans, a leading official of UNESCO and member of the United States delegation to the Mexico City General Conference in November, 1948; and Herbert O. Brayer, UNESCO Consultant for Archives, who labored persistently within the Secretariat and outside to achieve this commendable result. The constitution of the International Council on Archives was drafted by our Society's Committee and accepted at Paris with only one major revision. Mr. Brayer will report on the new archival organization later during the present convention. Chairman Holmes emphasizes in his report [3] that the most urgent need now is to make the International Council function effectively; its program must be developed and clarified and continuing American support must be assured. The first International Congress of Archivists, proposed for the autumn of 1950, must be carefully planned so that its success may be reasonably assured.

In two other respects our Society is endeavoring to promote better international relations. We send THE AMERICAN ARCHIVIST currently to the national archives of The Netherlands, Finland, Poland on an exchange arrangement whereby these institutions send their publications to the National Archives in Washington. We have given a complete set of our magazine and we are mailing current numbers to the Library of the State Archives at Marburg, Germany, where it is used in the archival training and reconstruction program carried on through the American Military Government's Monuments, Fine Arts, and Archives Section. Another set has been donated to the University of the Philippines Library which was destroyed during the war. We have encouraged foreign memberships in the Society with good results for several years by offering special rates: individual membership at $1.50 and institutional at $3.00.

[2] For the text of this Report see below, p. 68.
[3] For the text of this Report see below, p. 69.

The chairman of the Committee on Archival Buildings and Equipment has submitted a very illuminating report covering the five years of the Committee's activities.[4] It reveals that in the face of difficult postwar conditions hopes and plans have been greater than fulfilment. Two recent developments are especially worthy of note. The North Carolina State Department of Archives and History is planning a building, the core to consist of five floors of stacks completely surrounded by the outer envelope of offices, search rooms, exhibition halls, and other facilities. An appropriation will be requested from the 1949 General Assembly. In Pennsylvania previous plans for a six million-dollar structure to house the State Museum, Archives, and Historical Commission were scrapped for lack of an adequate statistical basis for designing the building or a comprehensive conception of what it ought to be; the money appropriated went back into the general state funds to be used for other purposes. During the past year, however, Henry H. Eddy, a member of this Society's Committee on Archival Buildings, was appointed Chief Public Records Officer of the reorganized Pennsylvania Historical and Museum Commission. With his wide experience in New York, Vermont, and North Carolina, Mr. Eddy is especially well qualified to make an all inclusive survey of Pennsylvania's noncurrent records and on this basis to prepare a clearly defined building program. Among other planning in the archival and manuscript fields Chairman Gondos reports that Maine authorized a new State Library building with archival facilities, though without implementing its action; and that the Nebraska legislature voted to raise funds for a Historical Society Building.

The Committee on Archival Buildings has further augmented its valuable collection of archival building sketches and blueprints housed in the National Archives; it has answered numerous inquiries in its special field chiefly through the office of the chairman; and it has published articles that are substantial evidence of its constructive work. Especially noteworthy is the article on "American Archival Architecture" in the *Bulletin*, September, 1947, published by the American Institute of Architects in a widely recognized series on specialized building types. Offprints of this article were ordered by our Society and distributed on request to archivists and other interested persons; copies are still available and may be secured through Chairman Gondos at the National Archives. The illustrated article on the public records building for Vermont in the July, 1948, issue of THE AMERICAN ARCHIVIST is the second in a series in our magazine on existing or planned archival structures.

The Society held its customary joint meeting with the American Historical Association, which convened in Cleveland on December 27, 1947. At this luncheon session, which was well attended, Professor Thomas D. Clark of the University of Kentucky presented a paper on "The Archives of Small Business," based largely upon his manuscript collecting and research on the southern country store.

The greatest single asset of the Society is undoubtedly THE AMERICAN ARCHIVIST. In make-up and content today it appeals to an ever wider variety of readers; it strengthens the bonds of membership; and new institutions which

[4] For the text of this Report see below, p. 62.

subscribe make for a continuing demand for back copies. The broadening scope of the magazine and the efforts of the Committee on Archival Research to increase the supply of articles available for the editor's consideration have resulted in ample copy on hand and in reserve for selection or rejection in making up the contents of each issue. Ten of the articles printed during the past three years have passed through the hands of the Committee; others were submitted by various authors to the editor through the good offices of the Committee. In view of the favorable position now enjoyed by the editor in choosing among several articles on hand, Carl L. Lokke, chairman of the Committee, recommends that it be discontinued. The annual "Writings on Archives and Manuscripts," for the period July 1947-June 1948 will appear as usual in the October issue. It was prepared by the Committee on Archival Bibliography under its new chairman, Lester W. Smith, who calls attention to the pronounced increase in number of entries on foreign archival materials. The Index to Vols. I - X of THE AMERICAN ARCHIVIST, compiled under the direction of Karl L. Trever, assisted by Florence Nichol and Dorothy Martin who in turn supervised some of the routine work done by students in Dr. Posner's American University course on Archives Administration, is nearing completion. Mr. Trever reports that the Index should be ready for the printer before January 1, 1949 and he has asked our treasurer to make an allotment in the budget for the cost of printing. The compiling has been done at no expense to the Society and with the good will of the National Archives. Speaking for his co-workers and himself, Mr. Trever declares, "The whole indexing business has been a labor of love on our part. . ." and, like a disillusioned lover, he adds, "How I ever let myself into the business is a mystery to me. If I ever swear off anything it will be indexing!" If the compilers have any misgivings about the adequacy of their compilation, as a recent letter of his to the secretary indicates, I suspect they will constitute a small minority of three.

Three other matters pertaining to THE AMERICAN ARCHIVIST will be of special interest to our members. You have doubtless noticed the regular appearance of advertisements beginning with the April, 1948, issue. This new department of the magazine is the result of the untiring efforts of William D. Overman, a member of the Editorial Board, who was asked by the editor to undertake this special assignment. We shall see in future issues further fruits of Mr. Overman's work which will help to meet the steadily mounting costs of printing. Let me remind you in this connection that our Society publishes THE AMERICAN ARCHIVIST without any outside aid. The second matter is the change of printers. On rather short notice the George Banta Publishing Company of Menasha, Wisconsin, which has printed the magazine from the beginning, informed our editor that they found it necessary to terminate their contract with the Society after the July issue. By prompt action after a survey of the situation, Miss Norton was able to make an arrangement with The Torch Press of Cedar Rapids, Iowa, to print the October issue, and to plan a schedule for subsequent numbers.

Third, and most important, is the forthcoming change of editors. When

Miss Norton accepted the appointment as editor for three years beginning with the July, 1946, issue, she felt that her service might carry THE AMERICAN ARCHIVIST through a difficult postwar period until someone else could take over under stable conditions. Such was not the feeling of the Council members, of course, when they selected her. They wanted the Society to benefit from her long experience and sound judgment translated in terms of editorial policy and archival publication. But when serious illness during the past year reinforced her resolve to terminate her service as editor in April, 1949, the Council was of the opinion that it should not try to persuade her against her will. The president appointed a committee of three from the Council, consisting of Mrs. Virginia Leddy Gambrell, Ernst Posner, and Helen L. Chatfield, chairman, to canvass the field and select a new editor, with the Council's approval. As a result of the committee's conscientious survey and deliberation, Karl L. Trever was appointed editor and he has accepted the position, beginning with the July, 1949, issue. We are indeed fortunate to have his acceptance. As a member of the Council, a member of the Editorial Board, as former News Notes editor and compiler of the annual "Writings on Archives and Manuscripts," and in other capacities he has already contributed much to the development of the Society. Thus we expect great things from him as editor and he has a distinguished predecessor to emulate. While we deeply regret Margaret Norton's resignation, we are retaining her association with THE AMERICAN ARCHIVIST. As an expression of its appreciation for her editorial achievement the Council at its meeting today elected her honorary member of the Editorial Board.

And now for some brief statistics on memberships and subscriptions for the past fourteen months since the eleventh annual meeting. Since for reasons beyond control through the usual procedure of the secretary's office we had no active committee on membership, the fact that we nearly held our own in net number of individual members and gained in institutional members and subscribers provides strong evidence of the Society's vitality. We should certainly make notable gains next year under favorable circumstances and with organized effort. During 1947-48 (September 6, 1947, to date) 17 individual members resigned and 26 were dropped for non-payment of dues, and one is deceased. This loss of 44 is partially offset by 40 new individual members of whom 33 are in the United States and 7 in foreign countries. This net loss of 4 makes a total in this category of 319 (the net gain in 1947 was 18). Of this total 28 are foreign members. During the past year there was no loss of institutional members and 4 domestic and 1 foreign were added, making a total of 59 (the net gain in 1947 was 7). Of this total 10 are foreign institutions. The number of life members is 2, of honorary members 4, these figures being the same during the past three years. Thus the aggregate of all classes of membership is 384. During 1948 the number of new subscribers was 10 in the United States and 11 in foreign countries; 2 subscriptions (foreign) were lost, resulting in a net gain of 19 (the net gain in 1947 was also 19). The total number of subscribers is 137, of which 34 are foreign. It is encouraging to note the steady increase in institutional members and subscribers. They

represent a dependable source of income and they account for most of the sale of back copies of the magazine which totaled 160 or an income of $200.

It is my sad duty to announce the death of Professor Theodore C. Pease at his home in Urbana, Illinois, on August 11. He was a charter member of the Society of American Archivists and its first editor, holding the position from 1937 to 1946. A special resolution in his memory will be offered at the present business meeting.

In concluding this report I want to call to your attention for ready reference a brief description of the Society in *Public Administration Organizations: A Directory of Unofficial Organizations in the Field of Public Administration in the United States and Canada*, published by the Public Administration Clearing House, Chicago, 1948. Finally, let me assure you that the secretary has been at your beck and call. If some inquiries have received a tardy reply, I may plead some indulgence because of the illness of my part-time stenographer with an eye operation. For cordial support of the Council and of the membership in general the secretary expresses thanks, and he hopes he has stated the truth, or almost all of it, in his report.

Respectfully submitted,
LESTER J. CAPPON, *Secretary*

SOCIETY OF AMERICAN ARCHIVISTS — BUDGET PROPOSAL, FISCAL YEAR ENDING JUNE 30, 1949

	1947-48		1948-49	
	(estimated)	(actual)	(actual—3 mo.)	(estimated)
Cash on hand July 1	$ 2453.29	$ 2453.29	$ 2065.80	$ 2065.80
Receipts:				
Membership dues	2146.50	1985.75	358.50	1985.75
Publications	1031.00	866.25	141.25	866.25
Interest on bond	25.00	25.00	12.50	25.00
Annual Meeting	100.00	76.02) 316.98)		100.00
Members contributions to International Archives Council				250.00
Total	$ 5755.79	$ 5723.29	$ 2578.05	$ 5292.80
Expenditures:				
Administrative:				
Secretary's Office	350.00	431.09	43.75	450.00
Treasurer's Office	100.00	100.00		100.00
Committees	150.00	59.51		50.00
Publications	2500.00	2568.04	662.45	3322.12
Annual Meeting	100.00	181.87) 316.98)	100.00	100.00
Investment	1000.00			
Contribution to International				

Archives Council				500.00
Total	$ 4200.00	$ 3657.49	$ 806.20	$ 4522.12
Cash on hand June 30	$ 1555.79	$ 2065.80	$ 1771.85	$ 770.68

Respectfully submitted to the Council
(*Signed*) LESTER J. CAPPON
Secretary

Approved:
By the Finance Committee

Approved by the Council L. J. C.
Date October 28, 1948
And modified by resolution of the Society
at a special business meeting on October 29, 1948

(*Signed*) CHRISTOPHER CRITTENDEN
President

(*Signed*) HELEN L. CHATFIELD
Treasurer

AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year July 1, 1947 to June 30, 1948, and we hereby certify that:

All cash shown to have been received has been properly accounted for.
Satisfactory vouchers are in file covering all disbursements.
The balance of cash on hand as of July 1, 1947 and as of June 30, 1948, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete report of the financial activities of the Society for the fiscal year ended June 30, 1948.

[Signed] PAUL LEWINSON
Chairman

[Signed] GEORGE J. STANSFIELD

[Signed] FRANCES T. BOURNE
Auditing Committee
Society of American Archivists

Washington, D. C.
October 21, 1948

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS

This report marks the end of the first half decade of the existence of the Committee on Archival Buildings. At this milestone it may be well to cast a backward glance at not only the year immediately past but over the intervening years as well.

The Committee was established 17 July 1943 when President R. D. W. Connor appointed the present chairman and empowered him to form the Com-

mittee. The initial membership included Margaret Norton, Ernst Posner, William J. Van Schreeven, and Leon de Valinger, Jr. The following year, 1944-45, Archivists Van Schreeven and de Valinger remained with the Committee, and two new members, Morris L. Radoff, and Charlotte Capers, consented to serve. Miss Capers and Van Schreeven dropped out prior to the beginning of the 1945-46 term and, during that year, Henry Howard Eddy joined the Committee. The Committee has remained unchanged since that time. To the present members, Archivists de Valinger, Radoff, and Eddy, the chairman desires to express his thanks and appreciation for their long-continued service.

As is usual with most committees, not all was accomplished that had been hoped for in the rosy beginnings. Yet some accomplishment can be vouchsafed for the passage of five years. As is also usual, what was not accomplished was not due to any lack of ability to do so on the part of the Committee (for the names are evidence that the members always represented a strong cross section of the archival profession), but rather due to the failure of the chairman to overcome two implacable factors: distance and time. The geographic scattering of the committee members of a national society, and the absorption in their local professional work of the several members, particularly the chairman, makes it difficult to produce sufficiently to satisfy the requirements of an ambitious program. Moreover, the bulk of the work usually falls on the shoulders of the chairman and, consequently, production is related directly to the time the chairman feels able to afford.

In our first report we listed a number of promising archival building projects in various parts of the nation which indicated that the approaching termination of the war would witness a recrudescence of archival activity. These projects were as far apart as Alabama and Washington, Pennsylvania and Colorado, Vermont and California. A quick survey discloses, however, that the three years that have elapsed since VJ-Day have not seen the progress anticipated.

In Alabama, it is true, the legislature did finally appropriate funds for the completion of the stack facilities of the State Department of Archives and History, which had been left unfinished at the outbreak of the war. California likewise voted half a million dollars for the creation of an archival repository in a converted munitions building. Colorado remodelled a portion of its State Museum Building for a State Archives, with modern, reinforced concrete construction and up-to-date equipment. On the other hand, as Marjorie E. Case reports, Connecticut's ambitious plans for a multimillion dollar archival wing to the State Library, which is to include seven stack floors, is still in abeyance. In Delaware, State Archivist de Valinger has been active in the promotion of a museum structure but this, he states, "has not advanced far enough for any further publicity (and) there is still much work to be done before the contractors move in." Evelyn Fritz, Associate Director of the University of Georgia Libraries, advises us that while they have progressed to the point of actually planning a new building yet, she says, "it is not possible at this time to give you the information you wish in regard to the filing equipment, light-

ing, air conditioning, etc., that may be used in the section to house our archives."

In Indiana the Post War Planning Commission recommended the completion of the State Library Building with its new archival vaults, but matters do not appear to have progressed farther. Archivist Margaret Pierson, who addressed several inquiries to the Committee, particularly with respect to the respective merits of vertical and horizontal filing, reports that "Edward D. Pierre, the architect, has completed general plans, although the stack plans have not been thoroughly worked out." She does say, however, that "the building (in the main) is to be equipped for vertical file materials, with a combination of stacks and vaults." It is also to be air conditioned, and furnished with fumigating and laminating equipment and a photographic laboratory. Miss Pierson doubts, nevertheless, that the General Assembly of 1949 "will see fit to appropriate the necessary funds for the building."

Maine likewise authorized a new State Library Building with archival facilities, but without implementing its action. The Nebraska legislature voted to raise funds for a historical society building, but one of the chief sponsors, Dwight Griswold, departed for Greece on a vital Government mission and no further developments have been reported. In New York, Henry Eddy, assisted by Architect Norman Sturgis, carried on important basic work with respect to surveys and preliminary planning and promoting, but the road to achievement seems longer than ever although, in principle, upwards of a million dollar archival structure was to be recommended to the legislature.

The most interesting recent development is reported by none other than the Society's popular president, Christopher Crittenden. "I am glad to report," he writes, "that our Department will request from our General Assembly, which will hold its next session in 1949, an appropriation of $914,000 for a new building. This structure is planned to house not only our archives but also our museum, our publications division, and all the offices and storage rooms — in other words, the entire Department." The preliminary plans indicate an approximately square building, 124 ft. by 103 ft., with a height of nearly 42 ft. from ground floor to roof, or a volume of well over half a million cubic feet. The core of the structure is to consist of five floors of stacks completely surrounded by the outer envelope consisting of the offices, search rooms, exhibition halls, and other facilities. The ratio of stack volume to the remainder of the building will be about 1:2. While the envelope will have ample fenestration in a modified modern style with classic proportions, the stack areas are planned for artificial lighting only. This project will be treated further in a future issue of THE AMERICAN ARCHIVIST.

In Oregon, archival quarters were allocated in the new Oregon State Library, and the maximum short term hope of the first archivist, David C. Duniway, was the acquisition of fumigating equipment, but it is not known whether this hope was satisfied.

Pennsylvania, the Keystone State, has been having a muddled time, archivally, even as the Quaker forbears had with the redoubtable Iroquois. Some two years ago, with considerable fanfare, a remarkable six million dollar

project was announced, to consist of a multifunction structure to house the State Museum, Archives, and Historical Commission. One of the Commonwealth's best known architectural firms was retained to study the planning of the proposed structure. On several occasions the senior member of the firm consulted with the chairman of the Society's Archival Building Committee. These contacts revealed that an enormous amount of spade work would have to be done by a really competent professional archivist before an intelligible program could be drawn up with which the architects could proceed to tackle the problems of design. The Pennsylvania experience to date is a classical example of how not to proceed with a project of this magnitude. Fortunately, the State Historian, S. K. Stevens correctly diagnosed the nature of the obstacles impeding progress. As a result, the type of man needed, Henry H. Eddy, one of this Committee's members, was appointed to the newly created office of Chief Public Records Officer of the reorganized Pennsylvania Historical and Museum Commission. Thus the proper line of attack on the problem — the tackling of the fundamentals of a full scale survey of the State's noncurrent records status, and the consequent construction of a factual, clearly articulated building program may be anticipated in due time.

Eddy's man-sized problem may be gauged from several quotations from his report to the chairman of the Society's Building Committee, "They are still fighting to get those plans through, and it will take several more years to go." "The money," he says, "which was once appropriated for an archives building went back into the kitty to build insane asylums, and a good thing it was, for there was no statistical basis for designing a building, no adequate conception as to what the building should be." This comment is precisely in line with what the Committee has insistently hammered at in its publications, namely, that good building planning is impossible without the fundamental facts and figures first.

Tennessee is still another commonwealth which is entering a multi-function building in the sweepstakes with an authorization of well over a million dollars for a combined library, archives, and historical museum. Mrs. John Trotwood Moore of the Tennessee institution corresponded with the Committee and, at her request, was provided with a number of copies of the Committee's most recent publication. After years of strenuous effort Vermont got as far as having a complete set of plans drawn for an independent archives wing to its State Library Building. Way out in the State of Washington a great project has been reported under way from time to time, but so far no definite confirmation has been obtained of the fruition of the plans of Professor Charles Gates. Closing the roll of currently archive-wise American commonwealths is Wisconsin which, according to Director Clifford Lord, appears to be on the point of consummating the dream of expanding its archival facilities within the walls of the State Historical Society Building. With the appointment of Jess Boell, professional archivist of wide experience, concrete and practical steps are being taken to place Wisconsin's archival household in proper order.

Outside of the state archives field, insofar as institutional and business archives are concerned, the most notable developments of the half decade were

the completion of the planning of the Archdiocese of New York Archives, the Westinghouse records depository in Pittsburgh, and the great noncurrent records depositories of the Army and the Navy in various locations within the United States. In a number of universities, such as Pennsylvania, Oklahoma, Louisiana State, and Harvard, the post of university archivist has been established, and some of the officials in charge have contacted the Society's Archival Building Committee for information relating to storage and equipment. Looking back over the vista of the past five years, then, it may be said that there are grounds for some satisfaction in the physical growth of the profession, even if progress fell short of our more sanguine hopes.

The Committee's efforts during the half decade under review were manifested in four distinct activities, namely, publications work, servicing inquiries, instructional lectures, and the establishment of an archival plans collection. These activities are briefly treated in the following paragraphs.

During the past year the second general publication was issued in the shape of a lengthy article on *American Archival Architecture*, published in September 1947 by the American Institute of Architects in their noted series on specialized building types. This publication was reprinted through the support of The Society of American Archivists, and a considerable number of the reprints were distributed, upon request, to individual archivists and others. Over one hundred reprints are still available for distribution. This publication is the successor to the first of its kind ever published, namely, the National Archives Bulletin No. 6, *Buildings and Equipment for Archives*, issued in 1944, which was prepared by members of the Committee. This first publication was widely and favorably reviewed in periodicals in the United States, Great Britain, South Africa, and Mexico. The Committee chairman instituted a series of illustrated descriptive articles on existing or planned archival structures as a regular feature of THE AMERICAN ARCHIVIST. In the July 1948 issue the Vermont Public Records Building was treated. The New York Archdiocese Archives was described and illustrated with plans and elevations in the July 1947 issue. And the structure for the Presbyterian Church Archives in Montreat, North Carolina, appeared the year before. In addition, from time to time, briefer reviews were published in the columns of THE AMERICAN ARCHIVIST of projects planned or completed in Stockholm, Sweden; Denver, Colorado; Lansing, Michigan; and Albany, New York. Also, in the July 1948 issue of THE AMERICAN ARCHIVIST the chairman reviewed an important research of lighting for study purposes, which had been conducted at Harvard University.

The Committee has, through the interest and courtesy of various donors, collected a representative set of plans of archives buildings, which range from preliminary plans to complete working drawings of plans, elevations, sections, and construction details. Structures for which materials are presently available are the Alabama Department of Archives and History, the Delaware Hall of Records, the Archives Building of the Illinois State Library, the Maryland Hall of Records, the Vermont Public Records Office, and sketches of two foreign structures: the Stockholm bombproof archives, and the proposed Central African (Rhodesian) Archives. These plans and sketches are maintained

by the Committee in the library of the National Archives, and a number of interested visitors have examined them there, from time to time. Photostatic copies of selected items, upon request, have been provided at cost by the National Archives.

Inquiries have been handled and visitors accommodated from various county, church, university, and historical institutions. Amongst these may be mentioned the Archdiocese of New York, Peoria County, Illinois, the Indiana State Library, the Jewish Federation of Welfare Societies, the Pennsylvania Historical and Museum Commission, the Tennessee State Library, the Tennessee Valley Authority, the University of Georgia, the University of Pennsylvania, the Vermont Public Records Office, and others.

This year, as during the two previous summers, the chairman of the Committee had the opportunity of lecturing on archival buildings and equipment to the members of the class in archival administration, conducted by Professor Ernst Posner of The American University of Washington, D. C. These classes are assembled from every part of the country and from Canada, and the keen interest manifested by the students has always been gratifying.

During the year the chairman met separately with each of the members of the Archival Building Committee, and he desires to express his appreciation for their cooperation whenever data were requested. All the members of the Committee contributed the benefit of their critiques of the second general article on archival architecture which appeared, as previously stated, in the publication of the American Institute of Architects, and it is intended to incorporate these observations in the next revision which, it is expected, will be published in THE AMERICAN ARCHIVIST.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL RESEARCH

In the report of this Committee for 1945-46 the present Chairman pointed out the desirability of building up the supply of manuscripts on the desk of the editor of the AMERICAN ARCHIVIST until the editor occupied a position comparable to that of the editor of the *American Historical Review*. (AMERICAN ARCHIVIST, Jan., 1947, p. 87). "When that happy day comes," the report continued, "this Committee with its present objectives will cease to have an excuse for existence."

The happy day appears to be here. Owing in part to the activities of the Committee the editor now has an ample supply of copy on hand from which to choose in planning an issue. Members of the Society are showing an increasing tendency to submit articles on their own initiative, a most encouraging sign. It is a fitting time for the Committee, like the Arab, to fold its tent and slip away.

During the past three years the Committee has prompted the writing of articles of considerable diversity. Among the manuscripts that passed through its hands and were later printed the following titles may be mentioned: "The San Francisco UNCIO documents," by William J. Bruce (Jan. 1946);

"Storage of records in Minnesota," by Louis D. Dorweiler, Jr. (Apr. 1946); "The collection and preservation of local historical pictures in the Minneapolis Public Library," by Ruth Thompson (July 1946); "Records of the St. Paul Fire and Marine Insurance Company," by Vernie H. Wolfsberg (Oct. 1946); "The Swarthmore College Peace Collection: a memorial to Jane Addams," by Ellen Starr Brinton (Jan. 1947); "The records of the Denver and Rio Grande Western Railroad," by Dorothy K. Taylor (Apr. 1947); "Department of Public Records and Archives of Ontario," by Helen A. McClung (Apr. 1947); "Short sketch of the archives of Three Rivers," by Raymond Douville, translated by Grace Lee Nute (July 1947); "Capitan Joaquin Llaverias and the Boletin del Archivo National," by Roscoe R. Hill (Oct. 1947); and "Sampling rural rehabilitation records for transfer to the National Archives," by Carl J. Kulsrud (Oct. 1947). These titles reflect in a measure the geographical distribution of the Committee's membership.

Yet "it is still hard," the editor writes, "to get articles of practical value to the smaller archival agencies." Articles of this type, therefore, are particularly welcome. For example, we need more information on the types of records containers and other equipment used in the various agencies. In general, the steadier the flow of copy to the editor's desk, the easier to maintain the present high standard of the journal.

CARL L. LOKKE, *Chairman*

REPORT OF THE COMMITTEE ON BUSINESS AND INSTITUTIONAL ARCHIVES

During this past year, the Committee consisted of Emmett J. Leahy, chairman, Thomas C. Cochran, and Robert A. Shiff. The interest and time of the Committee members, particularly the chairman and Dr. Cochran, were absorbed in the establishment of a National Records Management Council.

In January, the Social Science Research Council appointed and financed in part an organizing committee consisting of Thomas Cochran, chairman, Roy Nichols, University of Pennsylvania, Arthur Cole, Harvard University, Jackson Hutto, Guaranty Trust Company, and Emmett Leahy, then of Remington Rand. This organizing committee completed its plans in June and proceeded with the incorporation of a nonprofit, professional, educational, and service organization.

The Council serves for the benefit of scholarship and of public and private management in the inter-related fields of (1) the history of management and the agencies of management, (2) archival science, and (3) records management. In these three fields, the Council will sponsor a program of education, provide experienced counsel and expert assistance, and promote and assist in the establishment of record centers.

The objectives of the Council, to the limit of the available funds and facilities, are to insure that (1) the invaluable experience recorded in the essential core of modern records is preserved, (2) the records preserved are in an accessible and usable form, and (3) the experience recorded therein is organized, evaluated, and interpreted.

The first large-scale undertaking was a contract with former President Hoover's Commission on Organization of the Executive Branch of the Government to review records management, policies, programs, and problems in the Federal Government, and make recommendations for improvement and economies. A consultant has also been provided to the Atomic Energy Commission to study the applications and uses of microfilming in the Commission's program, and to study the management and disposition of records of contractors of the Commission which include a great many companies and organizations such as General Electric, duPont, Stone & Webster, etc. Arrangements were made to participate in the records management training program of the Atomic Energy Commission, and in the American University's summer session of 1948. A much more extended program is in formulation.

The first Board of Directors of this new Council comprises Roy A. Foulke, Vice President, Dun & Bradstreet; Herman Knauss, Assistant to the President, Mutual Life Insurance Company, New York; Wayne Grover, Archivist of the United States; Hugh Flick, Archivist of the State of New York; Arthur Cole, Professor of Business History, Harvard University; Thomas Cochran, Professor of Business History, New York University, and myself. The headquarters is 100 Washington Square East, New York City 3.

Many members of the Society of American Archivists will be invited to become associates of the new Council and participate actively in its program.

EMMETT J. LEAHY, *Chairman*

REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

Last year, your Committee reported that in the international field there appeared two major objectives most worthy of support by the Society: (1) the promotion of an international archival organization and (2) the promotion of a strong archives program by UNESCO. It is with great pleasure that the Chairman can this year report that with the creation this June in Paris of the International Council on Archives the first objective has been achieved. As for the second objective, it was the support of UNESCO that was, unquestionably, the greatest factor in bringing an International Council into existence inasmuch as UNESCO sponsored, financed, and managed the successful Paris meeting. The accomplishment of the first objective is due primarily to the work of three individual members of this society: Dr. Solon J. Buck, who strongly sponsored the idea of an international archives organization from the beginning and who served ably as the Society's representative at the Paris meeting, Dr. Luther H. Evans, who, as a leading official of UNESCO and member of the U. S. Delegation to the Mexico City General Conference of UNESCO, fought successfully against opposition for the retention of this item in UNESCO's budget, and Herbert O. Brayer, who, as UNESCO Consultant for Archives, worked tirelessly both within the Secretariat of that organization and without to guide the project to a successful conclusion. Your Committee, however, watched developments at every turn and would like also to claim some credit for background preparations, including the drafting of a constitution, which

was accepted at Paris with but one major change. Others here unnamed made their contribution also, for this was no one-man achievement. Mr. Brayer, a member of the Committee who was at the Paris meeting, will report on the subject at the Raleigh meeting of the Society so that further details are hardly necessary.

In the coming year the Society and your Committee must display the same energy to make the International Council an effective, functioning organization. We have built merely an engine that now needs coal to get up steam before it can do the work it is intended to do. Its intended program needs to be developed and clarified if support is to be enlisted. Plans must be laid carefully for the first International Congress of Archivists to be held in the autumn of 1950 if it is to be the milestone that the Congress of 1910 in Brussels was. Effective American support will be necessary in all these things. The Society of American Archivists will have to define its relations to the new organization, and work out cooperative arrangements to support its undertakings. The interest of UNESCO in this field, which appears to be dropping rapidly in the face of competing interests, must be rekindled if possible; and the support of other organizations, private as well as governmental, must be sought.

OLIVER W. HOLMES, *Chairman*

REPORT OF THE COMMITTEE ON RECORDS ADMINISTRATION

A draft has been completed of a pamphlet on principles of records administration designed to interest and guide officials of state, county, municipal, and local government. It has been sent to the committee members for criticism and revision, and a conference on it is planned at the Raleigh meeting. This draft has been prepared in accordance with a plan drawn up some years ago for a pamphlet to be published by the Public Administration Service of Chicago, following a request made to the chairman by the publications chief of the PAS. The cooperation and sponsorship of that organization is most important, as it will provide not only costs of publications but also the broad prestige and circulation lists of the PAS.

The pamphlet is a statement of the essential elements of each step in the life history of records, from creation through current management and evaluation, to retirement by disposal or transfer to archival custody. It is not an operating manual, and could not be in view of the hope to interest an extensive audience composed mostly of non-specialists.

The present chairman of the committee in his annual report in November 1945 stated the hope that the committee could in time "keep informed as to progressive developments in state and local records administration, and assist them in every way possible." Since that time the pamphlet has been the principal activity of the committee. The clearing house function should be considered as a future objective, and should be closely coordinated with activities of the secretary of the Society and those of the National Archives.

PHILIP C. BROOKS, *Chairman*

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

GUIDES TO THE USE OF AMERICAN GOVERNMENT PUBLICATIONS

The importance of government publications as source material is made evident by the ever increasing publication of guides and aids to their use. Collectively, no other field of publishing has produced such a wealth of material. Recognition of this fact has led to the production of bibliographical aids to this great mass of material especially since 1920. Few modern periodicals can avoid listing or reviewing government publications. Such lists have become a regular feature in many of them; i.e., the *American Political Science Review* (Miles O. Price, "Recent Publications of Political Interest: Government Publications"), *Journal of Marketing* (Research in Marketing Completed and in Progress), *The* [*National Industrial*] *Conference Board Business Record* (Business Bookshelf); *Wall Street Journal* (Washington checklist), *American City* (Municipal and Civic Publications), *Law Library Journal* (Checklist of Current American State Reports, Statutes and Session Laws), *Education Index* of H. W. Wilson Company (Checklist of Documents), and *Special Libraries* (J. K. Wilcox, "Guides and Aids to Public Document Use"). A large percentage of the items in *Public Affairs Information Service* are government publications. The Joint Reference Library of Chicago in its weekly "Recent Publications on Government Problems" is rich in government documents.

The separately published proceedings of the Committee on Public Documents of the American Library Association contain a wealth of guidance material on government publications (American Library Association. Committee on Public Documents. *Public Documents . . . 1933-38.* 1934-38. Also, "Public Documents and World War II." 1942.

One of the first efforts to bring together collectively the official bibliographies of government publications was J. B. Child's *An Account of Government Document Bibliography in the United States and Elsewhere.* H. P. Beers' *Bibliography in American History; Guides to Materials for Research* has included throughout the work important bibliography in this field.

Federal Publications

The richest field of source materials in almost every subject is to be found in the publications of the United States Government. Here knowledge of government organization is as essential as knowledge of official and unofficial bibliographies of publications. Three national directories provide this background: the *Official Register* issued by the U. S. Civil Service Commission,

the *Congressional Directory*, and the *United States Government Manual* now issued by the Division of the Federal Register, National Archives. The general official bibliographies issued by the U. S. Superintendent of Documents in chronological order are B. P. Poor's *Descriptive Catalogue of the Government Publications of the United States, Sept. 5, 1774-March 4, 1881*; J. G. Ames' *Comprehensive Index to the Publications of the United States Government, 1881-1893; Catalogue of the Public Documents of Congress and of all Departments of the Government of the United States for the Period, March 4, 1893 to Dec. 31, 1940* (Document Catalog, v. 1-25); and *United States Government Publications Monthly Catalog*, 1895 to date. A detailed description of this series may be found in I. G. Mudge's *Guide to Reference Books*, Fifth Edition, 1929 (pp. 274-275) and two excellent guides: Anne M. Boyd's *United States Government Publications: Sources of Information for Libraries*, Second Edition, 1941 (pp. 54-61) and L. F. Schmeckebier's *Government Publications and their Use*, Second Revised Edition, 1939 (pp. 5-61). Although both these guides are out of date, Miss Boyd's bibliographies at the end of each chapter and Schmeckebier's chapters on "Catalogs and Indexes" (pp. 5-61) and "Congressional Publications" (pp. 117-184) will continue to be important for many years. J. K. Wilcox's *United States Reference Publications*, published in 1931-1932 and also out of date, might bear mention.

The earlier guides to United States government publications which preceded Boyd and Schmeckebier are Elfrida Everhart's *A Handbook of United States Public Documents*, 1910; Walter I. Swanton's *Guide to United States Government Publications*, 1918 (U. S. Bureau of Education, Bulletin, 1918, no. 2); Edith E. Clarke's *Guide to the Use of United States Government Publications*, 1918; and Edith Guerrier's *The Federal Executive Departments as Sources of Information for Libraries*, 1919 (U. S. Bureau of Education, Bulletin, 1919, no. 74).

The most recent guide to Federal government organization and publications is an excellent new one just published: Dorothy C. Tompkins' *Materials for the Study of Federal Government* (Chicago, Public Administration Service, 1948. Pp. 338). While Mrs. Tompkins places emphasis primarily on the period, 1940-1947, many of the earlier sources are included. This guide is the only one recent enough to cover the New Deal and World War II agencies.

One thing which is often overlooked is the fact that almost every Federal agency issues, in some form at least, a selective list of its publications. For example, the U. S. Bureau of Mines and the Geological Survey have issued annual lists with indexes for many years. The most recent catalog of lists of publications was prepared by the U. S. Government Information Service in 1946: *Catalog of Government Agency Publication Lists*, prepared by B. B. Shea, Pp. 13. Earlier lists appear in the Boyd, Schmeckebier and Wilcox guides described above. Three agencies are now undertaking comprehensive listings of their publications: namely, the U. S. Department of Agriculture's *Index to Publications of the United States Department of Agriculture, 1901-1935*, 3 Vols.; the U. S. Bureau of the Census' *Census Publications: Catalog*

and Subject Guide, 1945 to date; and the Bureau of Labor Statistics' *Publications of the Bureau of Labor Statistics*, June 1947 to date (monthly).

For the early period there are the *Check List of United States Public Documents*, 1789-1909, issued by the Superintendent of Documents, and *Public Documents of the First Fourteen Congresses, 1789-1817*, compiled by A. W. Greely.

For the first four years of the New Deal there are J. K. Wilcox's *Guide to Official Publications of the New Deal Administration, March 1933-Jan. 1, 1937*, 3 Vols., and his *Unemployment Relief Documents*, 1936.

The guides to the war agencies' output during World War II are daily growing. Beginning with J. K. Wilcox's *Official War Publications*, 1941-1945 (9 Vols.) which also includes American state publications as well as provincial and national publications of Canada, there are all of the publications of the U. S. Office of Technical Services, (*Bibliography of Scientific and Industrial Reports* [weekly], *Classified List of OTS Printed Reports and OSRD Reports, Bibliography and Index of Declassified Reports . . .*); the U. S. Department of State, Office of Intelligence Research, *Declassified Documents of the Office of Intelligence Research as of July, 1948*; U. S. Office of Price Administration, Records Management Section, *O.P.A. Bibliography; Miscellaneous Publications to the End of 1944*; and U. S. War Production Board, *Catalog of War Production Board Reporting and Application Forms* (1947, 10 Vols.).

For statistics, three titles bear mention: L. F. Schmeckebier's *The Statistical Work of the National Government* (1925), P. M. Hauser and W. R. Leonard's *Government Statistics for Business* and the regularly revised *Federal Statistical Directory* and the monthly *Statistical Reporter* both issued by the Division of Statistical Standards, U. S. Bureau of the Budget.

In H. S. Hirshberg and C. H. Melinat's *Subject Guide to United States Government Publications* an attempt has been made to emphasize the vastness of the important subject matter to be found in government publications principally of recent date.

Although for some time the publication of the statutes has been systematized, (Slip Laws, Statutes at Large, and the United States Code), only recently has the publication of the administrative law and executive orders of the President been put on a systematic basis. In 1936 publication was begun of the *Federal Register*, which was the first attempt to publish collectively the administrative rules, regulations, orders, and the like of all federal administrative agencies. Later there appeared the *Code of Federal Regulations of the United States of America*, a compilation of all administrative rules, regulations, orders and the like still in force, with annual supplements containing the permanent part of the *Federal Register*. The Historical Records Survey was responsible for the compilation of two lists and indexes of Presidential executive orders; one in 1943, *List and Index of Presidential Executive Orders* (*Unnumbered Series*) *1789-1941*, compiled by the New Jersey Historical Records Survey; and the other in 1944, *Presidential Executive Orders* (New York Books, Inc. distributed by Archives Publishing Company, a division of Hastings House,

2 Vols. The latter list gives by date, 1862-1938, Executive Orders no. 1-8030).

The Special Libraries Association has made two attempts to record the periodic publications and statistical statements issued by Federal agencies: first in 1939, *Descriptive List for Use in Acquiring and Discarding United States Government Periodical Mimeographed Statements . . .* ; and later in 1942, *United States Government Periodic Publications, a Descriptive List.*

Two important indexes to Congressional hearings are now prepared: one by the House of Representatives Library and one, the older, by the Senate Library.

For two years, 1944-1945, the General Reference and Bibliography Division of the Library of Congress, in cooperation with other Federal agencies libraries in Washington, prepared a quarterly bibliography of Federal government publications on post-war problems, *Post-War Problems; a Current List of United States Government Publications.*

The *Monthly Catalog* of the U. S. Superintendent of Documents will henceforth be the only comprehensive bibliographical tool issued by this Office. With the new attempt to secure processed documents from national offices and field agencies and the inclusion of declassified material as well as other older material as found, this tool will gradually become the first source of information on all federal government publishing. Since press releases are not yet included, it would be well to mention the new *Federal Publications Guide* (weekly) issued by Congressional Intelligence, Inc., which does list many of the more important ones.

State Publications

As in the case of federal publications, a knowledge of state government organization is essential to a knowledge of state government publications. This knowledge is attained through the media of state manuals or yearbooks, the most recent list of which may be found in the *Book of the States*, Volume VII, 1948-1949, under Section VII, p. 24, "State and Territorial Pages" where description of the contents of each is given. The *Book of the States*, now issued biennially by the Council of State Governments, is in itself a manual for all forty-eight states containing considerable directory information. An historical bibliography of state manuals may be found in J. K. Wilcox's *Manual on the Use of State Publications*, Chapter 14, "State Manuals, Blue Books, and Rosters" (pp. 150-174).

Publications of the forty-eight states, territories and the like have been collectively listed since 1910 in the *Monthly Checklist of State Publications* issued by the Library of Congress. This list, however, is not a complete record of publishing of the states but merely an accession list of items actually received by the Library of Congress.

Many of the states now issue periodically lists of state publications. In the states of Indiana, Maine, New Hampshire, New York, Ohio, and Oklahoma, the list is compiled by the State Library; in Arkansas and Florida, by the State University; in California, by the Document Section of the Printing Division;

in Kansas, by Traveling Libraries Commission; in West Virginia, by the Department of Archives and History; and in Wisconsin, by the State Historical Society. For bibliographical details of these lists and others, consult Wilcox's *Manual on the Use of State Publications*, Chapter 6, "Bibliography of Bibliographies of State Publications" (pp. 75-91) and an article by Gwendolyn Lloyd, "The Status of State Document Bibliography" in *Library Quarterly*, July, 1948.

Notations of new guides and aids to state publications regularly appear in J. K. Wilcox's *Guides and Aids to Public Document Use*, usually published every other year in *Special Libraries*.

Historically recording state publications was first attempted in R. R. Bowker's *State Publications; a Provisional List of the Official Publications of the Several States of the U. S. from their Beginning* (1899-1909, 4 Vols.). Later Miss Hasse's monumental work, *Index of Economic Materials in Documents of the States of the United States* (1907-1922, 13 Vols. in 16) appeared but unfortunately covered only the states of California, Delaware, Illinois, Kentucky, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont. The American Imprints Inventory, originally a project of the Historical Records Survey and now being continued by the Bibliographical Society of America, included early state documents in each state checklist of early imprints. Beginning in 1936, the National Association of State Libraries began its important series of checklists with a *Checklist of Session Laws*, compiled by Grace E. Macdonald. This was followed in 1937 by a *Checklist of Statutes of the States of the United States of America*, compiled by Grace E. Macdonald; then in 1938 by the *Checklist of Legislative Journals of the United States of America*, compiled by Grace E. Macdonald. The series was finally completed with *Collected Public Documents of the States: A Checklist*, compiled by W. S. Jenkins in 1947. A Supplement was issued to the *Checklist of Session Laws* in 1941 and also to the *Checklist of Legislative Journals* in 1943.

As in the case of the Federal government, the states have only recently recognized the importance of codifying administrative law. Session laws and statutes for each state have been in existence in most states from the beginning of statehood. This codification was begun by South Carolina in 1937 and, since that date, statutes in the following states have been enacted, requiring some form of collecting, and in many cases publication of the rules, regulations, and the like of administrative agencies: Oregon, Kansas, Massachusetts, Wisconsin, Tennessee, Ohio, North Dakota, California, Kentucky, Michigan, North Carolina, Maryland, Indiana, New York, Virginia, Pennsylvania, Minnesota, Connecticut, Nebraska, Missouri, and Washington. This trend in states is fully discussed by Carroll C. Moreland in the *Book of the States*, v. VII, 1948-1949, pp. 171-175, "State Administrative Rules."

County Publications

The only attempt to list comprehensively the publications of county governments was done by James G. Hodgson in 1937, in his *Official Publications*

of American Counties: a Union List. Cook County, Illinois, documents appear in a *Checklist of Publications Issued by Local Governing Bodies in Chicago and Cook County . . .*, issued by the Chicago Municipal Reference Library, and California county publications received by the California State Library appear in its *News Notes of California Libraries.*

Municipal Publications

Union lists of municipal publications have been issued in California by the Sixth District Local Documents Committee, California Library Association, *A Union List of Local Documents in Libraries of Southern California*; and in Chicago by the Document Section of the University of Chicago Libraries, *Chicago and Cook County: a Union List of Their Official Publications.* In 1932 the Special Libraries Association, Special Committee on Municipal Documents, published *Basic List of Current Municipal Documents.* Currently municipal documents are listed for New York City by the New York City Municipal Reference Library in its *Municipal Reference Library Notes*, and for Chicago by the Chicago Municipal Reference Library in its *Checklist of Publications Issued by Governing Bodies in Chicago and Cook County. . . .* Those received from California cities by the California State Library appear in its *News Notes of California Libraries.* In 1945 the Governments Division of the U. S. Bureau of Census issued as City Documents, no. 1, *City Periodic Financial Reports*, which includes items from cities over 25,000 in population. This division has in preparation a comprehensive list of city government publications which it plans to publish in the near future.

JEROME K. WILCOX

The City College of New York

Review of Books

RICHARD G. WOOD, Editor

The National Archives

Annual Report on Historical Collections University of Virginia Library. Sixteenth and Seventeenth for the Years 1945 to 1947. (Charlottesville. University of Virginia, 1948. Pp. 89.)

The sixteenth and seventeenth reports on the historical collections at the Tracy W. McGregor and Alfred Henry Byrd Libraries, as well as in the Coles Collection and the Division of Rare Books and Manuscripts, according to the usual custom at Charlottesville, appear in one issue. In sharp contrast to previous issuances, the introductory comment, signed by the Curator of Manuscripts, is a brief two and one-half pages long. Evidently for the thorough report, the University authorities now prefer to rely on the inventory list of accessions, augmented, according to Francis L. Berkeley, Jr., by 517,816 "pieces" between June 30, 1945, and June 30, 1947.

Despite his extreme brevity, the laconic Mr. Berkeley conveys a good deal of information about the Charlottesville historical materials which began accumulating with the accession of the Richard Henry Lee papers in 1826. This early gift, along with the Jefferson Papers and the University Archives, survived the 1895 fire which consumed eighty percent of the printed books, including James Madison's library. The systematic assemblage of donations, however, is a matter of but twenty-one years; it is only ten years since the Alderman Library was built. Truly, the University can be proud of its over two million pieces.

Mr. Berkeley also reveals the now widely known "war secret," that Charlottesville kept for safety both the original Union Catalog and "an extensive deposit of manuscripts from the Library of Congress."

At present, since the reorganization of personnel after the war, the twelve staff members have more sharply defined duties.

The seventy-seven pages of inventory, following this introduction, give sufficient detail of the accessions; the strictly alphabetic arrangement makes for clarity. Regrets might be expressed that depositors of manuscripts (as distinguished from donors) are not on printed record but this may be by request of such depositors. No attempt has been made to show to which of the four depositories the accessions belong.

Following the inventory are recorded the names of over three hundred persons "who have given generous assistance to the Historical Collections during the two years covered by this report" — a list impressive enough to stir envy among librarians and archivists. Fifty-eight Virginia newspapers are also listed, those who helped the cooperative program designed to preserve the journals of the State.

It is good to note that cumulative indexes to these reports will hereafter be issued every five years.

ROGER THOMAS

Maryland Hall of Records

Pursuits of War. The People of Charlottesville and Albemarle County, Virginia, in the Second World War, by Gertrude Dana Parlier and others, edited by W. Edwin Hemphill. (Charlottesville. Albemarle County Historical Society, 1948. Pp. xxiv, 429. Illustrations. $3.50.)

This narrative of the part played in World War II by one Virginia community sets a high standard for the many similar histories which will be appearing in the next months and years. Perhaps the one outstanding quality of this volume is its entire readability. It is not an easy task to combine numerous factual items into a running account, but this Mrs. Parlier and Dr. Hemphill have accomplished admirably. The result is an interesting story which tells completely the activities of the people of Charlottesville and Albemarle County at home and abroad.

Since this is one of the first of such histories, a more than usually careful inspection of its format and contents may be worthwhile. There are three main divisions: "On the Home Front," "On the Battle Fronts," and "Personnel in the Armed Forces." The last part consists of the Gold Star and the Blue Star honor rolls, and these lists may be dismissed with the notation that they are as complete as available records make possible. The fact that this reviewer by chance spotted one omission at first glance should not detract, for the rolls were compiled from material in the files of the Virginia World War II History Commission of which Dr. Hemphill himself is director.

The first and second sections of the book are divided into chapters, each of which covers one phase of the respective fields. On the home front, the topics include civilian defense, war bonds, salvage, rationing, war industries, farming, the Red Cross, recreation and relief, the home guard, and selective service. The arrangement is logical, for it was — generally speaking — in this order that the problems of the war period came to the attention of the general public. Each topic is introduced with a few deft remarks which tie it to the local scene and at the same time relate local activity to the over-all national picture. Events in Charlottesville and Albemarle County are traced carefully, with names, dates, and quotations from the local newspaper; yet nowhere does one find a mere catalog of happenings. There are lighter episodes, too, and the addition of extraneous information — such as the fact that the first day of registration for the draft, October 16, 1940, was, coincidentally, the same day on which Jefferson's "Monticello" was released from its last debt (p. 186) — provides a fillip which is too often lacking in ordinary historical tomes.

The section dealing with the parts played by Charlottesville and Albemarle men in overseas campaigns touches on the Mediterranean, French, and Pacific spheres of action. "The experiences of a representative few are set down as typical of many others," and there are quotations from letters, magazine

articles, and newspaper reports. Limitations of space and the lack of accurate information — partly due to the reluctance of participants to tell about their exploits — prevent the inclusion of many important accomplishments. The action does, however, provide something of the atmosphere felt by those who knew the hazards, drudgery, and the achievements of life on the battlefronts.

The book is attractive, in spite of the glossy paper used throughout. Illustrations include eighteen appropriate photographs and four reproductions of headlines in issues of the Charlottesville *Daily Progress*. Footnotes at the end of the volume cite all necessary sources. The index covers adequately the first two sections, not attempting to deal with the lists of personnel. The only criticism might lie in connection with Mrs. Parlier's unhistorical prefatory praise of the late Franklin D. Roosevelt.

WILLIAM D. HOYT, JR.

Loyola College, Baltimore

Selected Papers of Robert C. Binkley, edited by Max H. Fisch. (Cambridge. Harvard University Press, 1948. Pp. xiii, 426. $5.00)

When Robert Binkley died in 1940, he had already accomplished a great deal, but one gets the impression from reading these papers that his great talent and vitality had only begun to bear fruit. The Foreword by Luther H. Evans and the Introduction by the Editor give a faithful picture of the achievements of Binkley's life, which ended in his forty-third year, and they emphasize the promise which was unfulfilled. There is also a "Chronology" and a useful "Bibliography."

Of the eighteen papers in this collection five are concerned with archival problems, namely, numbers 4, 5, 7, 8, and 10, entitled respectively, "The Problem of Perishable Paper," "New Tools for Men of Letters," "The Reproduction of Materials for Research," "The Cultural Program of the W.P.A.," and "Strategic Objectives in Archival Policy." In the first of these papers the author points out the tragic coincidence of the revolution in learning in the latter part of the Nineteenth Century and the introduction of perishable paper on which it is recorded. He suggests the use of permanent papers for some types of publications.

Among the new tools for men of letters Binkley urged the fuller use of microcopy and the various near-print processes for works destined for limited circulation. He points out especially how these cheap new processes might be used in the encouragement of the study of local problems by amateurs. In "The Reproduction of Materials for Research" the author returns to his championship of cheaper methods of publication with especial regard to the problems of the library and the librarian. In the last essay he is concerned with the function of the archivist in a democratic society. He urges an aggressive policy for the profession similar to that of the librarian, a policy of making available all the truths in our records for all the people.

For this reviewer the most impressive of these papers is the one which deals with the cultural work of the WPA in general and of the Historical Records

Survey in particular. As Dr. Evans, who was then Director of the HRS, points out, much of the ambitious program of this project was inspired by Binkley's ideas. He was one of the few who saw all the possibilities and who set aside other tasks to give his time and energy to the completing of part of this program. Those of us who were on the project in those days will remember in reading this essay his inspired leadership and understanding, and at the same time, we will recall, alas! the stubborn conservatism, the political prejudice, and the intellectual snobbishness of some librarians and archivists who did not have Binkley's vision.

MORRIS L. RADOFF

Maryland Hall of Records

United States Department of Commerce, United States Library of Congress, *State Censuses, an Annotated Bibliography of Censuses of Population Taken after the Year 1790 by States and Territories of the United States,* prepared by Henry J. Dubester. (Washington. United States Government Printing Office, 1948. Pp. 73. $0.20.)

This bibliography lists the schedules and publications of censuses taken under the authority of the State governments or of Territorial organizations. Most of its pages contain a listing State by State of (1) a general statement concerning the various censuses taken, (2) publications resulting from them, and (3) notes as to the contents of the publications. An appendix of seven pages deals with information regarding the availability of the original State or Territorial census documents, particularly those on which family names are given.

All but twelve States once took a census of some sort but the original records apparently are still available only in eighteen. There is evidence, however, as stated in the preface, that more exist than are mentioned. The National Archives has, for instance, among the records of the Bureau of the Census in its custody, original schedules of State censuses taken in June 1885 for the States of Colorado, Florida, and Nebraska and the Territory of New Mexico. The National Archives also has a photostatic copy of the original schedules of the 1864 census of the Territory of Arizona and the original schedules for enumeration districts 917-926 of Seminole County of the 1907 Census of Oklahoma and Indian Territory.

Demographers and historians in general will be interested in the references to published abstracts because they are usually for dates in between those included on the Federal enumerations, frequently provide statistics for smaller geographical divisions than the early Federal censuses, and illustrate in a few cases the development of new techniques of taking or reporting the census. The latter statement is particularly true for the reports of the censuses of 1875 and 1885 for the industrial State of Massachusetts prepared under the direction of Carroll D. Wright. These reports were much used by officials of the Census Office in Washington in improving the Federal censuses of 1880 and 1890.

Archivists, local historians, and genealogists will be interested in the ap-

pendix showing the existence in eighteen states of original schedules containing family names and in the fact that the names listed in the earliest Territorial or State censuses for Arizona, Illinois, Wisconsin, Michigan, Minnesota, and North Dakota are available in printed form.

The cost of the bibliography is twenty cents; a good deal for your money if you are interested.

FORREST R. HOLDCAMPER

National Archives

Archeion: [*Periodical of Science Devoted to Archival Matters*], XVII. Founded by Stanisława Ptaszyckiego. Editors, Witold Suchodolski and Piotr Bańkowski. (Warsaw, 1948). Assisted by Board of Counsel Ministers and Science Faculty of Culture Ministry. Solicited by Archival Section, in conjunction with Polish Librarians and Archivists. Edition and Administration: Wilsona Place 4 m. 38.

This is the first issue of *Archeion* since the outbreak of World War II in 1939. Its contents are as follows: a note by the Editors; a twelve page memorial to Polish historians who lost their lives in the war; nine articles giving accounts of problems confronting the Polish historian of today as to inventorying of what archives were salvaged; informational publications; instruction of new personnel; the fate of Polish archives during occupancy by the Germans (1939-1945); the fate of the Poznań Archives of State during German occupancy; the Archives of the City of Elblaga; the fate of the Archives of Cameralistics; and a card inventory system of archives which is strongly recommended as being more elastic, with a lower cost of handling; a section entitled Reviews and Reports; a Chronicle; an obituary page (Wincenty Lopanciński, 1886-1939, great Polish historian); a two page list of "Publications Forwarded to the Editors"; a French Table of Contents; and a Polish Contents of Book.

The ruthless war which plowed under Polish life more deeply, also destroyed almost completely the archival structure of Poland. Not only was the wealth of archives thinned out, but so were experienced archival workers, losses which can never be retrieved or built up again. There is today in Poland the herculean task of instructing not only the archivist but above all the Polish world of learning; also there remains the job of trying to save what Polish archives are left for the culture and education of the people. It is hoped that *Archeion* will be a contribution towards the fulfillment of some of this work. In these efforts Editors Suchodolski and Bańkowski look with confidence on the assistance and collaboration of archivists and historians.

The articles describing German occupancy of Poland during the years 1939-1945 give a vivid picture of the devastation wrought by the Germans on the Polish archives. Important inventories, indexes, and archives were destroyed, and the remainder transported to Berlin, to Goslar, and elsewhere. Historical Elbraga Archives, dating back to 1242, and the Cameralistic Archives, dating back to the 1500's, suffered the same fate. A good many of these, however,

have found their way back into practically their former place of repository, and have been placed under lock and key.

The Reviews and Reports section shows that some progress has been made on informing the masses through articles and publications of what Polish archives the war took toll, of Polish historiography, of war losses in library collections, and the like. As soon as the lack of labor for printing is met, more such informational publications will be forthcoming. Of interest is the article discussing Russian archives, entitled, "Archival Literature, Z.S.R.R." in which a statement is made that 95% of archival wealth has been lost; also in a publication by A. W. Czernow is a helpful chronological table of the most important facts from the historical archives of Russia in pre-revolution days commencing with the year 1720. Without doubt the second part of Czernow's publication is most valuable by enlightening the forces of the development of Z.S.R.R. archives, giving the structure or archival systems with summaries of specific contents of the principal archives. Mention is made of our National Archives in Washington, D. C., with especial interest shown in our records of the Revolutionary War, 1775-1790, and our Immigration and Naturalization Service records; and in our system of record groups. Miss Mickiewiczowa concludes her article with this comparison — that the National Archives of the United States, with its lack of budgetary difficulties, its lack of personnel problems, and its archives in the one language, can develop constantly, but, on the other hand, work on the archives of the Old World and on the Polish archives, with a compressed budget, archives in various languages, practically complete loss of archives and their inventories, indexes, etc., and of personnel, literally building the archival structure from its foundation, presents no easy task.

In the following section, the Chronicle, a chronology of the years 1945-1947 tells about the plans made to start the rebuilding of the archival structure of Poland. In this respect progress has been made on archival buildings — the principal one in Warsaw, destroyed in the year 1944, is in the process of being rebuilt; in Olsztynie an archives building is going to house the most recent records of Poland; and in Gdańsk the Archives of State has already been commemorated with a ceremony held on October 18, 1947. Inventory work has also started with progress made on a card inventory, card catalog, and a cartographic card inventory. As stated heretofore, many archives taken out of the country by the Germans, and some fragments reposing in Moscow and Leningrad for many years, have been brought back to Poland and combined with those already in the country, therefore raising their value. Of interest was an account of a session held by the Archival Section early in 1947, in which the *Archeion* was discussed. There was a unanimous voice that it be changed somewhat — the main topic being conciseness and brevity.

This publication describes very vividly the devastation wrought on the archives of Poland. It is a terrifying thought that what took 400-600 years to build up was destroyed in a matter of several terrifying moments, thereby literally obliterating the history of this country.

National Archives GENEVIEVE E. BATOR

Meddelanden från Svenska Riksarkivet för Åren 1946-1947. (Stockholm. Kungl. Boktryckeriet, P. A. Norstedt & Soner, 1948. Pp. 167. 4 kronor.)

Both of these reports, in their opening paragraphs, emphasize the increasing need of the Swedish Riksarkiv for adequate housing and adequate personnel. Reference is again made to the 1940 report regarding the evacuation needs of the realm's archival institutions, which urged the earliest possible solution to the problem of safe and adequate storage.

Approximately one third of the volume is devoted to the Archivist's official report on the personnel needs of the various archival institutions under his administration. In a survey of the present situation he states that Swedish archival science is undergoing a serious crisis since the institutions, in the face of the permanent expansion of records and record activities, cannot fulfill their responsibilities as both archival authorities and research agencies with their currently organized personnel. Discarding a generally discussed solution that would center administrative responsibilities within a separate agency, he submits a new plan of work organization that aims to separate the administrative activities from the more routine work in such a way that both the executive as well as the arrangement and control functions can be carried on effectively. The plan is given in detail (pp. 121-166), and includes, in addition to personnel recommendations, considerable historical information.

The reports proper cover the work of the Riksarkiv together with that of the "lands- och länsarkiven" as it relates to their functions as archival depositories and research agencies, to their lending, photostating and publication activities, to their participation in meetings and exhibits, to the field visits (inspektioner), and to the processing of the year's accessions. Accession inventories for the year are appended to each report.

American archivists will no doubt be interested in Herr Boëthius' statement that, as the result of the "magnificent development" of microfilming archives in the United States, especially in connection with records disposal work, he has requested permission to be allowed to study, in conjunction with technical experts, its application to the Riksarkiv's peculiar problems.

MATILDA H. ELIASON

Corning, New York

Pasado, Presente y Futuro de los Archivos Historicos, by Rolando Dorcas Berro. (Buenos Aires. Contreras, 1947. Pp. 39.)

The sum total of information in this country about the archives of Argentina is contained in the guide to Latin American archives edited by Dr. Roscoe R. Hill. Little or nothing is added to that information by the present pamphlet and it does not qualify as a comprehensive plan for the adjustment or archival difficulties or deficiencies which the author finds in his country. This is the appeal, essentially unchanged in form and language, which was presented before the Congress of Argentine History of the North and Center of the Republic when it met in the City of Cordoba in 1941. With the obvious limitations of an address, this document is simply an appeal for fuller recognition of

the archival responsibilities of the Argentine nation. It may interest some because it takes notice of related problems and techniques worked out for their solution in the United States, and because the author has translated and reproduced as an appendix an early descriptive circular published by the National Archives; a statement on county archives; and Miss Margaret Norton's article on "How State Archives Serve the Nation."

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News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

THE NATIONAL ARCHIVES

A small but very important body of early Post Office records was received recently by the National Archives. Of particular interest among these records is a manuscript journal of Hugh Finlay, Colonial Surveyor of Post Roads on the Continent of North America. Beginning on September 13, 1773, and ending on May 24, 1774, it describes his exploration of the lands from the Chaudiere River in Canada to the first settlements on the Kennebec River, his settlement of accounts, and his examination of post-office procedures and facilities from New England to Savannah, Ga. The journal, which also contains recommendations for improving the postal service, is a fair copy. It apparently belonged to Finlay and it was purchased by the Post Office Department in 1869. The original journal, in two parts, is in the British Museum. Other records of note in this accession include a ledger containing the accounts of Benjamin Franklin as Postmaster General of the colonies, July 26, 1775-November 7, 1776, and of Richard Bache as Postmaster General, November 7, 1776-July 5, 1778; and other ledgers, journals, and cash books of the Post Office for various periods between 1782 and 1796.

Several interesting items have also been received recently from the Department of State. Among them are dies of seals, with related records, 1782-1909. The first die of the Great Seal of the United States, cut in 1782 and used until 1841, and a die of the Great Seal cut in 1841 and used until 1870 are included. Two unique documents of the Civil War period were also received: the parchment original of Virginia's Ordinance to Repeal the Ratification of the Constitution of the United States of America, signed at Richmond on April 17, 1861, by delegates to the Virginia Convention, and a fair copy, sent by the President to the State Department, of the Declaration of the People of Virginia Represented in Convention at the City of Wheeling, June 13, 1861, in which "the loyal citizens of Virginia" called for a reorganization of the government of the Commonwealth and declared that the actions of the Virginia Convention were "without authority and void."

Preliminary inventories of the records of the Federal Trade Commission, by Estelle Rebec, the Chemical Warfare Service, by Raymond P. Flynn, the Office of the Paymaster General, by Roland C. McConnell, the Senate Appropriations Committee's Subcommittee on Inquiry in re Transfer of Employees, by Theodore J. Cassady and Harold E. Hufford, the United States Direct Tax Commission for the District of South Carolina, by Jane Greene, the Civilian Conservation Corps, by Harold T. Pinkett, and the Bureau of Yards and Docks and Naval establishments created overseas during World War II, both by

Richard G. Wood, have just been issued by the National Archives. Another recent publication is *A List of Federal Agencies Terminated Since 1933 and Agencies Now Having Custody of Their Personnel Records*, which was compiled in 1945 by Guy A. Lee and revised by Seymour Pomrenze. Copies of these publications may be obtained from the Exhibits and Information Officer, National Archives, Washington 25, D. C.

THE FRANKLIN D. ROOSEVELT LIBRARY AT HYDE PARK, N. Y.

The Franklin D. Roosevelt Library has been permitted by the Office of the Governor of New York to borrow the papers of Franklin D. Roosevelt as Governor of New York and of Herbert H. Lehman as Lieutenant Governor in order that it may microfilm them. When the film has been completed, the original papers will be turned over to the New York State Archivist at Albany, together with a set of the microfilm for the use of the Governor's Office. Another set of the microfilm will be retained at the Library for use by searchers.

Mrs. Constance R. Winant has presented the papers of her husband, the late John G. Winant, to the Franklin D. Roosevelt Library. The papers covering his ambassadorship and other European activities have not yet arrived in this country, but they will also be given to the Library. None of the papers are as yet available for research use.

Among materials in the Library recently opened for research are White House correspondence concerning the American Red Cross, 1933-1945, the personal diary of Thomas W. Brahany, Chief Clerk of the White House Executive Office, March 4 to April 24, 1917, and the school records and papers of Franklin D. Roosevelt, 1890-1904, comprising his tutorial papers, 1890-96, the Groton School papers, 1896-1900, and the Harvard College papers, 1899-1904. The Library has also made available the logbook of the houseboat *Larooco*, which contains entries for the period 1924-26.

LIBRARY OF CONGRESS

The appointment of Leslie Whittaker Dunlap as Assistant Chief of the Manuscripts Division of the Library of Congress was announced in September 1948. Dr. Dunlap joined the staff of the Library May 1, 1945, as Assistant Chief of the General Reference and Bibliography Division where he has served to the present time. Before coming to the Library he was Assistant Librarian at the University of Wisconsin for three years, having taken the B.A. degree from the University of Oregon, the M.A., B.S. in L.S. and Ph.D. in American history from Columbia University, and having attended the University of Freiburg, Germany, for one semester. His Ph.D. dissertation was written on the subject, *American Historical Societies, 1790-1860.*

The papers of Moreton Frewen, British economist and author, — some thirty thousand pieces — constitute the largest collection of manuscripts re-

cently acquired by the Library of Congress. The collection consists mainly of personal correspondence of the Frewen family and letters from outstanding British and American persons covering the period from about 1885 to 1923. Frewen was a bimetallist of some repute and a writer on various phases of economics and international finance; his papers reveal not only his continuing interest in these subjects but also his lifelong concern with social and political matters on both sides of the Atlantic. Substantial series of letters are included from such British figures as Earl Grey, Governor General of Canada, in regard to land speculation in Canada, English politics, and Canadian-American relations (ca. 1884-1922); Lord Balfour (ca. 1887-1921); Lord Lansdowne (ca. 1888-1922); and the Right Honourable Andrew Bonar Law (ca. 1910-1920). Frewen's American correspondents included financiers, literary men, and well-known figures in political life. Of special interest are the letters from Senator Henry Cabot Lodge, ca. 1894-1922, which are concerned with many phases of English and American politics.

The Library has recently acquired nearly two hundred papers of Elias Boudinot of New Jersey. They date from 1773 to 1785 and consist mainly of official letters addressed to or referred to Boudinot as commissary-general of prisoners and later as president of the Continental Congress and its acting secretary for foreign affairs. The most valuable group, and the largest, deals with prisoners. Official reports from Boudinot's deputies and petitions from British prisoners and from the families of American prisoners all show the pressing need for supplies. Among the many papers relating to exchange of prisoners are letters effecting the exchange of Colonel Ethan Allen for Colonel Archibald Campbell. A small but valuable group of papers of the eminent nineteenth century journalist, diplomat, and archaeologist, Ephraim George Squier (1821-1888), recently added to the Library's holdings, supplements an already large collection the greater part of which was presented by Squier's family in 1905. In addition to correspondence and manuscript notes on his archaeological studies, the new collection includes several volumes of clippings from English, French, Central American, and United States publications relating to Squier's published writings and his other varied activities, together with occasional notes. These constitute a valuable source of information.

Dr. and Mrs. Roy Nichols of Philadelphia recently presented to the Library a collection of over forty manuscripts bearing directly upon the troubles in Kansas Territory during 1855-56. The papers record testimony presented to the Congressional Committee sent to the Territory in 1856 to investigate the apparent unrest generally and particularly any fraud practiced in elections. (During the hearings the town of Lawrence was pillaged and the famous Free-State hotel was razed.) There is a certified copy of the Journal of the House covering the Resolution creating the Committee, together with several subpoenas issued during the hearings. Perhaps the most important items are the letters written by Wilson Shannon, Governor of the Territory, J. B. Donaldson, U. S. Marshal for the Territory, and by the Congressional Committee, all addressed to residents of Lawrence in May, 1856. Another noteworthy document is the "Indictment of Grand Jury for High Treason" signed by A.

G. Isaaks, U. S. Attorney for the Territory of Kansas. The names of Andrew H. Reeder and James H. Lane, persons well-known in Kansas history, appear in the indictment.

Original Confederate war maps, prepared by Major Jedediah Hotchkiss (1828-1899), are among the significant items in the Hotchkiss Collection recently acquired by the Library of Congress. The collection includes some 475 maps, of which 275 are manuscript, relating principally to Virginia, between 1861 and 1865. A number of the manuscript maps are annotated to show that they were actually used by Generals Lee and Jackson in planning their campaigns. Major Hotchkiss, a topographical Engineer with the Confederate States Army, attached to General Stonewall Jackson's staff, was an educator and promoter of Virginia's natural resources, as well as a soldier. His remarkable field sketch book, containing more than 100 pages of sketches, most of them drawn while he was on horseback, is included in the collection as well as diaries, correspondence, and private papers.

The following is an excerpt from the will of the late General of the Armies of the United States, John J. Pershing, as filed in the office of the Register of Wills of the District of Columbia:

"Item VII:

"I desire my files of correspondence and personal records to be examined by the aforesaid General George C. Marshall, Colonel John Callan O'Laughlin, and Colonel George E. Adamson, and my son, Francis Warren Pershing, and the survivors of them, and that said files be destroyed in part and preserved in part as may be determined by those thus designated, provided that which should be preserved, as possibly having some future historic value shall first be available to those thus designated, and the survivors, so that, should they or the survivors of them determine that anything which I have written or any of my correspondence, speeches or official records, including my property right in letters written by me to others, should be published, such publications shall be handled by or under the direction of the said persons, and the survivors of them. The net income or proceeds, if any, arising therefrom, shall become a part of the rest, residue and remainder of my property and estate, and be treated as a part of the corpus of such rest, residue and remainder. I direct that the said General George C. Marshall, Colonel John Callan O'Laughlin and Colonel George E. Adamson shall each receive liberal compensation, to be fixed by my executors, for their services in this matter; but that my said son shall receive no compensation for his services. I further direct that after said publication, if any, as may have been determined upon and made by the four persons hereinbefore named, and the survivors of them shall have been completed, so that there is no longer any necessity or desirability, under the then existing copyright laws, or otherwise, for retaining such of my aforesaid files and personal records, as may have been preserved, such files and records so preserved shall be turned over, absolutely, including those from which any publication shall have been made, or even if there shall have been no publication of any portion of such files and records, unto the Library of Congress of the United States."

TRAINING OF ARCHIVISTS

A fourth intensive training course in the Preservation and Administration of Archives for custodians of public, institutional, and business archives was offered by The American University in Washington, D. C., from July 26 to August 21, 1948. The four-weeks program included lectures on the most

important phases of work with archives and manuscripts and practical training in the National Archives and the Maryland Hall of Records, which agencies granted the privileges of interns to students enrolled in the program. Special lectures and laboratory experience were provided for a number of students who were mainly interested in the problems of administering current records.

Ernst Posner, Professor of History and Archives Administration, The American University; Oliver W. Holmes, Program Adviser to the Archivist of the United States; Morris L. Radoff, Archivist, Maryland Hall of Records; Helen L. Chatfield, Records Officer, Bureau of the Budget, Executive Office of the President; Lester J. Cappon, Archivist, Colonial Williamsburg; and members of the staffs of the two cooperating agencies served as instructors and as supervisors during the training periods.

The following students were enrolled in the program: Julia H. Behringer, New York, N. Y.; Henryetta Berry and Lola M. Homsher, University Archives, University of Wyoming, Laramie, Wyo.; Reverend Donald S. Bilinski, O.F.M., Franciscan Fathers, Assumption of the B.V.M. Province, Pulaski, Wis.; Edith Cheney, Sullivan Memorial Library, Temple University, Philadelphia, Pa.; Vincent C. Corrivault, Archives of the Province of Quebec, Quebec, P.Q., Canada; Reverend James J. Fleischmann, O.F.M., Capuchin Order, Province of St. Joseph, Detroit, Mich.; Herbert L. Ganter, College of William and Mary, Williamsburg, Va.; Iva Hardin, Kentucky Historical Society, Frankfort, Ky.; Lilla M. Hawes, Georgia Historical Society, Savannah, Ga.; Clyde Hillyer, Historical Records Section, Departmental Records Branch, Adjutant General's Office, Department of the Army, Washington, D. C.; Archie Korngut, Office of the City Clerk, Department of Public Affairs, City of Newark, N. J.; Edgar Langsdorf, Kansas Historical Society, Topeka, Kans.; Robert W. Lovett, University Archives, Harvard University, Cambridge, Mass.; Isidore S. Meyer, American Jewish Historical Society, New York, N. Y.; Elizabeth Reu, Wartburg Theological Seminary, American Lutheran Church, Dubuque, Ia.; Reverend Dr. Henry L. Hoffman, Washington, D. C.; Luta M. Sewell, Colonial Williamsburg, Inc., Williamsburg, Va.; and Elizabeth F. Sharp, New York, N. Y. William F. Burton, Department of Archives and History, Raleigh, N. C., and Blanche A. Girard, Society of the Cincinnati, Washington, D. C., registered as auditors for part of the course.

A fifth training program is tentatively scheduled for the period July 25 through August 20, 1949.

FEDERAL SECURITY AGENCY

The reorganization of many of the offices of the Federal Security Agency has been completed and the personnel assigned to carry out the duties of records officers are as follows:

Office of the Administrator	Mrs. Olive R. Surgen
Budget Division	John W. Hambleton
Division of Personnel Management	Miss Violet McCage
General Counsel	Miss Helen Boyd

Social Security Administration	Miss Maie A. Hardy
Office of Vocational Rehabilitation	Miss Helen Ryan
Food and Drug Administration	J. J. McCann, Jr.
Office of Education	Miss Margaret G. Shannon
St. Elizabeth's Hospital	Paul Walker
Public Health Service	R. B. McNair

Miss Hardy, Mrs. Elizabeth Jane Robison, and Mr. William Teter have been transferred to the staff of the Records Management Section of the Agency and will assist in the administering of the Agency's records program.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

In June IRAC held its annual election, and during the summer the new Steering Committee met, elected its Chairman and Vice Chairman, and organized for the coming season which opened in September. Chairman for the 1948-1949 season is Philip C. Brooks, formerly of the National Archives and now Records Officer and Chief, Records Service and Management Branch, of the National Security Resources Board. Assisting him as Vice Chairman is Theodore R. Schellenberg, who has recently been appointed Program Advisor at the National Archives. Newly elected members of the Steering Committee are Lewis Darter, Navy; Dorothy Luttrell, Agriculture; Allen Humphrey, General Accounting Office; Imogene Williford, Veterans Administration; and Walter Anderson, State Department. The Director of the Budget Bureau has designated Helen Chatfield as his representative on the Steering Committee, and the Archivist of the United States has named Theodore R. Schellenberg that agency's member of the Committee. H. Stephen Helton of the National Archives is the new Secretary of the Conference, succeeding Joseph F. Vaughan, who has transferred from the National Archives to Mr. Brooks' branch at the National Security Resources Board.

A tentative outline of topics for the season was drawn up in the late summer with meetings scheduled for the third Friday of each month. The season opened with a discussion of "Records in the taking of the decennial census of 1950." Participants were Clarence Batschelet, Chief of the Census Bureau's Geography Division; Gerald Ryan, Chief Clerk and Administrative Officer of the Commerce Department; and David Phillips, Chief Administrative Services Division, Census Bureau. Steering Committee member Laurence Shea of Commerce presided.

In October, Chairman Brooks wielded the gavel for a general session on "The evaluation and preservation of official personnel folders." The pros and cons of personnel record keeping were debated by Almon Wright of the National Archives, who expressed the historian's interest in personnel records; by the Navy Department's Lewis Darter, who examined the issue in the light of his experience as a records man in a large operating agency; and by Dan Carr of the Budget Bureau, whose remarks reflected something of the staff agency's thinking on this subject.

In November the Conference investigated the important field of training in records work, emphasizing the extensive program undertaken by the Atomic Energy Commission. A significant element of the projected program for the

coming season is a series of work projects in current records management. This activity has for its objective the creation of up to date literature in the current records field, which should be somewhat comparable to the series of studies published by the Interdepartmental Committee on Records Administration in 1942. Mr. Schellenberg of the National Archives, who is the Chairman of the Work Projects Committee, is most anxious to enlist the active participation of all records people in this undertaking. Please address any proposals, suggestions, or comments to him at the National Archives, Washington 25, D. C.

Other standing committee assignments include Publicity to Joseph F. Vaughan of the National Security Resources Board, and Objectives and Policy to John F. X. Britt of the Federal Security Agency. The latter committee is charged with implementing the program for formalizing the status of the Conference, which was recommended by the Charter Subcommittee in 1947.

MIDWEST FILING CONFERENCE

The Chicago Bureau of Filing and Indexing sponsored the 17th annual midwest filing conference in Chicago on October 8. The program included recent developments in work simplification, selection and training of file personnel, productive teamwork, and the proper lay-out of a file room.

NATIONAL COUNCIL FOR HISTORIC SITES AND BUILDINGS

Preservation of the treasures of American history and architecture was the theme of the second annual meeting of the National Council for Historic Sites and Buildings, held November 4 and 5 in the Auditorium of the National Gallery of Art. More than 100 historians, archaeologists, architects, city planners, anthropologists, museum executives, geographers, archivists, and antiquarians from all over the United States were in attendance. A highlight of the program was the report on the National Council's proposed subsidiary, the National Trust for Historic Preservation in the United States, for which a charter will be sought from the 81st Congress, its objective being "preservation, maintenance, and interpretation of sites and structures significant in American history and culture."

Speakers included Mr. David E. Finley, Chairman of the Executive Board of the Council, and Director of the National Gallery of Art; Maj. Gen. U. S. Grant, 3rd, U.S.A., Ret., President of the Council and Chairman of the National Capital Park and Planning Commission; Newton B. Drury, Director of the National Park Service; Dr. Guy Stanton Ford, Executive Secretary, American Historical Association; Eric Gugler, architect, New York City; Kenneth Chorley, President of Colonial Williamsburg, Inc.; George Maurice Morris, former President of the American Bar Association, and President of Woodlawn Public Foundation, Inc.; and Gilmore Clarke, Chairman of the Commission of Fine Arts. At the annual dinner French Ambassador Henri Bonnet discussed "Historical Preservation in France" and other

speakers were Charles D. Maginnis, Boston, former President, American Institute of Architects, and Miss Nancy V. McClelland, New York, former President, American Institute of Decorators.

NATIONAL SECURITY RESOURCES BOARD

Research and records are of peculiar importance in this new agency, established under the National Security Act of 1947 to advise the President on the coordination of military, industrial, and civilian mobilization. Specialists in the agency will study a broad range of activities including experiences of World War II and developments and conditions in this country and abroad. To facilitate this work, the Board has established a General Research and Reports Division, headed by Dr. George W. Auxier, formerly of the War Department, the War Production Board, and the Atomic Energy Commission. The Assistant Director is Fred W. Shipman, formerly Director of the Franklin D. Roosevelt Library in Hyde Park, New York. The Division has a Research Staff under the immediate supervision of Dr. Auxier; a Library, headed by Carol F. Wanner and inherited from the War Production Board; and a Records Service and Management Branch.

Of special interest to archivists is the program of this Branch, under the supervision of a Records Officer, Dr. Philip C. Brooks, formerly of the National Archives. This program includes a reference service, including the obtaining of information and records from other Government agencies and private sources, and the development of a small collection of selected records reference material. The Board's necessary reliance on World War II experience requires extensive knowledge of the nature and availability of the records of emergency agencies. Special finding aids will be prepared though the Branch will cooperate closely with the National Archives in their development.

The Branch is also responsible for a comprehensive records management program in the agency itself, including establishment and maintenance of files, control of documents bearing security classification, and records retirement. This program includes the coordination of records work throughout the agency. One of its tasks is to develop a basic classification scheme for the Board's activities analogous to that of the War Production Board's "Policy Documentation File" in the last war.

The Division will also prepare a mobilization plan for the management, protection and availability of records essential to a war effort. This plan will cover Federal, state, local and business records. As a planning and coordinating agency, the Board is required by law to rely heavily on cooperating organizations. In the records mobilization field, this will include such organizations as the National Archives, the Bureau of the Budget, and the Society of American Archivists.

Other archivists on the staff of the agency are Dr. Guy A. Lee, formerly of the National Archives and the Department of the Army; Harless Wagoner, formerly of the War Production Board; Joseph F. Vaughan, formerly of the National Archives; Josephine Farrar, formerly of the Treasury Department

and Foreign Economic Administration; and Charles L. Stout, formerly of the National Archives and the Department of the Navy.

FOREIGN NEWS

Canada

Dr. William Kaye Lamb of Vancouver has been appointed Dominion Archivist by Prime Minister King. Dr. Lamb is one of the outstanding librarians in Canada, having been for six years Provincial Librarian and Archivist of British Columbia, and since 1940, Librarian of the University of British Columbia. During this time he has held many important positions, including that of President of the Pacific Northwest Library Association and President of the Canadian Library Association. One of the new Archivist's special assignments will be the planning for the establishment of a National Library for Canada in Ottawa. At the present time the Parliamentary Library receives a copy of every publication copyrighted in Canada, but does not function as a national library; Dr. Lamb will have as one of his first duties the carrying out of a program recommended by a Parliamentary Committee to plan and direct the project for a national library from the Public Archives.

Italy

Kenneth Munden of the Historical Records Section, Adjutant General's Office, Department of the Army, has received from Comm. Dott. Emilio Re, Inspector General of the Italian State Archives, the following comment on the passage quoted from the book *Human and Material Sacrifices of Yugoslavia in her War Efforts, 1941-1945* in the News Notes Section of the *American Archivist* (v. 10, p. 400-401, October 1947):

"It is quite true that during the war and the temporary military occupation of the western shore of the Adriatic the Italian Archives Administration made provisions to remove the precious material of all of the archives located there, and therefore not only that of the major depositories of Fiume and Zara but also of Trogír, Sibenik, and Kotor.

"However, this was done in conformity with a single plan, which had been applied already in the whole peninsula, for removing archives from the more exposed places — and the aforementioned archives were all on the sea — and therefore from the greater dangers of the war. It was done without mystery, openly, issuing each time regular receipts, which today, because of this, Yugoslavia has been able to inclose with requests for restitution presented to Italy in accordance with the terms of the Treaty.

"Nothing therefore extraordinary or irregular, but simple, ordinary administration for protecting, in the interest of each of those noble little cities, documentary material — in great part of Veneto, as the note with which we are concerned acknowledges — which otherwise could have been lost, and which instead in this manner has been saved."

Turkey

According to information received from the Acting Secretary of State by the Library of Congress, new quarters for the National Library Preparatory Commission were opened on August 16, 1948. A draft law establishing a National Library has been prepared for the Turkish Grand National Assembly, and it is anticipated that the next session of the Assembly will adopt the legislation. The building now in use contains a manuscript room and a films room. Although the staff of the Library now numbers only fifteen, mostly on loan from other agencies of the Ministry of Education, the growing library has for its example the Library of Congress and hopes soon to augment its collection of 100,000 books.

DELAWARE

The Public Archives Commission of Delaware has announced the publication of the first volume of *A Calendar of Ridgely Family Letters 1742-1899*. This first volume, covering much of the Colonial and Revolutionary periods of this family's habitation in Kent County, Delaware, is a rich source of material for the social and economic historians as well as the genealogists. Surprisingly enough the letters do not reflect life only in Dover and its vicinity but through correspondence to friends and relatives in Philadelphia, Baltimore, New York, Newport, and other places along the Eastern seaboard a good over-all picture of events of the times is portrayed. The publication of the second volume will be announced later. Inquiries regarding the publication of this volume should be addressed to the Public Archives Commission, Hall of Records, Dover, Delaware.

Through the cooperation of the Public Archives Commission the Genealogical Society of the Church of Jesus Christ of Latter-Day Saints located in Salt Lake City, Utah, has been able to microfilm large groups of county and state records containing genealogical information from the early years of 1680 to 1850. This work has been completed for Kent and Sussex Counties and the photocopying of similar records in the Hall of Records at Dover is progressing very well.

The September issue of *Delaware History* published by the Historical Society of Delaware, Old Town Hall, Wilmington, Delaware, contained an interesting account of "James Hemphill's Account of a Visit to Maryland in 1802" edited by Dr. John A. Munroe; "A Brief Account of Military Operations on the Delaware During the War of 1812"; an article entitled "The Loockerman's Manor House near Dover" written in 1892 by Dr. Annie Jump Cannon, the noted astronomer; and a continuation of the "Letters of Caesar Rodney" edited by Leon deValinger, Jr.

KANSAS

The more important recent accessions of the Kansas State Historical Society's archives division include: from the office of the Governor, Correspondence Files, 1943-1946, about 70,000 manuscripts; from the State Board of Agriculture, Abstracts of Assessors' Rolls and Statistical Rolls of Cities and

Counties, 1893-1947, about 18,000 pamphlet volumes; from the State Insurance Department, Annual Statements of Insurance Companies Operating in Kansas, 1871-1942, 1356 volumes; from the Commission of Revenue and Taxation, Applications for Emergency Warrants (Counties and Townships), 1935-1939, 458 case files. Other records also were received from some of these departments, and from the offices of the State Architect, State Auditor, School Retirement Board, The State Highway Commission, and Kansas State College of Agriculture and Applied Science.

Accessions for the past year total 19,387 manuscripts and 19,498 manuscript volumes. Total accessions since the archives division was established in 1905 are approximately 1,500,000 manuscripts and 50,000 manuscript volumes.

The society's archivist, Edgar Langsdorf, attended the fourth summer training course in the Preservation and Administration of Archives given in Washington by the American University in cooperation with the National Archives and the Maryland Hall of Records.

LOUISIANA

Marcelle Frances Schertz, a former supervisor of the Louisiana Historical Records Survey Project, was appointed as an assistant archivist in the Department of Archives of Louisiana State University effective September 1, 1948. In addition to reference assistance, Miss Schertz will arrange, inventory and describe the Department's collections of unpublished inventory and research materials of the former Historical Records Survey and Survey of Federal Archives projects in Louisiana.

Recent acquisitions by the Department consist of 42 manuscript collections of approximately 11,000 items, including additional correspondence and related papers of Governor Manuel Gayoso de Lemos, Spanish Governor of Louisiana, 1797-99, principally with Major Stephen Minor, acting commandant at Natchez, 1792-1805; correspondence and related papers of William J. Minor, planter of Natchez, pertaining chiefly to horse racing in Mississippi, Louisiana, and New York, 1854-1862; microfilm copies of papers pertaining to the claim of the estate of William J. Minor against the United States for produce seized by Federal troops on two Minor plantations, Terrebonne Parish, 1862-1863; additional papers and documents relating to the government and administration of New Orleans, 1767-1877; journal of an overland journey from North Carolina to Southwest Mississippi, ca. 1800; fair copy book of letters from a German immigrant in West Feliciana Parish to relatives in Germany, 1822-26; plantation records of Richard E. Butler, Terrebonne Parish, and his son, Thomas W. Butler, West Feliciana Parish, 1844-1910; plantation diary of William Taylor, a cousin of General Zachary Taylor, Pointe Coupee Parish, 1838-1842; personal and business records of Dr. James S. Knapp, dentist and Dean of the New Orleans Dental College, and related materials, 1849-1909; letterpress copy book of official correspondence of Governor Francis T. Nicholls of Louisiana, 1877-79; ledger of accounts of James Rudman, blacksmith, West Feliciana Parish, 1844-1849; letters and documents pertaining to free public school matters in various Louisiana parishes, 1833, 1847-53, 1864; business

and personal papers of a free Negro family and their descendants, Rapides Parish, 1859-1929; notebook of Jesse K. Bell Rea, steamboat captain, of steamboat landings on the lower Mississippi River and Bayou Lafourche, ca. 1890, and a related printed item of names of steamboats, steamboat masters, and Rea's list of steamboat landings on the Red River of the South; business and personal papers of John M. Pintard, West Feliciana Parish, pertaining to river transportation, and plantation and commercial matters, 1796-1825; personal papers, military orders, and related materials of Captain John B. Vinet, Confederate States Army and Louisiana Militia, 1861-1900; microfilm copy of personal and official correspondence and related materials of Alexander Stephens, 1834-72; business papers of Charles Bertrand, Jr., planter of Natchitoches Parish, 1867-1928; account books of a general merchandise firm of Bayou Sara, West Feliciana Parish, 1869-80, and several small collections of letters of Conferedate soldiers to their families, and of records of Louisiana and Mississippi farmers, planters and merchants.

MARYLAND

The *Maryland Manual*, announced in the April issue of the *American Archivist* as a project of the Hall of Records, was issued in early October. It had previously been published by the Secretary of State. The *Calendar of Maryland State Papers No. 3, the Brown Books*, the Hall of Records Commission's sixth publication, is now for sale at $2.00 per copy, bound.

Accessions at the Hall of Records in the last six months include: Anne Arundel County Orphans' Court Minutes, 1777-1779; Cecil County Land Records, 1702-1785; Cecil County Judgments, 1683-1844; Frederick County Original (paper) Wills, 1748-1790; Worcester County Land Records, 1748-1790; and Worcester County Wills, 1669-1790.

The *Thirteenth Annual Report of the Archivist*, covering activities of the Hall of Records from July 1, 1947, through June 30, 1948, has been published and is ready for distribution.

MICHIGAN

Recent accessions of the Michigan Historical Collections, University of Michigan, include: The Francis P. Daniels papers; student diary of Vincent S. Lovell, 1870; two account books of a general store at Grass Lake, 1841, and the account book of a store in Saline, 1866-67; letterpress books of Uri Raymond, Port Sanilac, 1859-99, and *The Bark Shanty Times*, a manuscript newspaper posted in Mr. Raymond's store, 1857-58, and 1870; *The Agate*, a manuscript newspaper, Fort Wilkins, April 1, 1846, which contains a watercolor of the Fort; papers of Edward W. Staebler, former mayor of Ann Arbor; nearly 500 record books of the Wisconsin Land and Lumber Company, Hermansville, and correspondence; records of the Pennfield District Schools, Calhoun County, from 1849; records of the Michigan Conference of the Wesleyan Methodist Church, 1852-1942; records of the First Presbyterian Church of Buchanan, 1847-1925; and the records of the Northville Presbyterian Church, 1925-1941.